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**Special Reports, No. 272**

**GUIDELINES FOR THE ESTABLISHMENT AND  
OPERATION OF AN RFP (REQUEST FOR PROPOSAL)  
LIBRARY**

**Bill Reid  
Jean Chisholm**

**29 March 1993**

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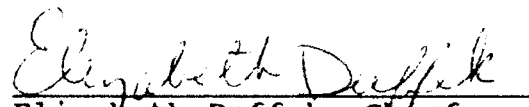
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**PHILLIPS LABORATORY  
Directorate of Geophysics  
AIR FORCE MATERIEL COMMAND  
HANSCOM AIR FORCE BASE, MA 01731-3004**

"This technical report has been reviewed and is approved for publication"

  
Elizabeth Duffek, Chief  
User Services  
PL Research Library

  
Louis C. Michaud, Director  
Operations and Support  
Phillips Laboratory/OLAA

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13. ABSTRACT (Maximum 200 words)  This report describes guidelines for the establishment and operation of a Request for Proposal (RFP) Library. An RFP Library is a set of documents, often ranging in level of classification and limitation, that is viewed by potential government contractors. The report is divided into three sections. The first part contains the information necessary to set up an unlimited, unclassified RFP Library. The second section of the report outlines the security measures that must be taken with limited and classified documents. The final part of the report contains information on how to sign potential contractors into and out of the RFP Library.				
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# **GUIDELINES FOR THE ESTABLISHMENT AND OPERATION OF AN RFP (REQUEST FOR PROPOSAL) LIBRARY**

The purpose of this report is to set guidelines for the establishment and operation of a Request for Proposal (RFP) Library. An RFP Library is a set of documents that is viewed by potential government contractors. Examples of documents that are included in an RFP Library are Contract Data Requirement Lists, Statements of Work, Technical Drawings, Military Standards, and Technical Reports. RFP Library documents can range in level of classification and limitation.

The first RFP Libraries at Phillips Laboratory Research Library (PL/TSML), Hanscom A.F.B., were established in 1981. At the time, the program offices in the Electronic Systems Center (ESC) on the base needed a convenient area in which potential contractors could view documents. The PL Research Library was seen as an ideal location for RFP documentation review for a number of reasons: it is a continuously staffed, public-access building with ample room to review and photocopy documents. RFP Library documents could be kept in an area accessible to Library staff only, and the Library has a vault for classified document storage. Because the PL Library could offer these conveniences, a Memorandum of Understanding was created between PL and ESC in which the PL Research Library would house and control the release of documents for the program offices.

The RFP Library process has expanded considerably since 1981. The PL Library has housed as many as 28 RFP Libraries at one time, and ESC has lent personnel support depending on the number of Libraries. The average number of RFP libraries we have kept over the years is sixteen. RFP Libraries have varied in length of existence from three months to three years. The PL Research Library staff has dealt with various security situations including those involving classified, limited, and Export Control documents and foreign nationals.

Over the years the PL Research Library staff has developed a package to assist program offices with the establishment and maintenance of an RFP Library. The documents included in this technical report are the package given to members of the program office when they attend an initial briefing. Offices receive the package in both paper copy and on a computer disk. Once briefed, the program office completes those parts of the package applicable to their RFP Library and brings the package to the PL Research Library, along with the RFP Library documents. Once an RFP Library has been established, the program office may add or delete documents at any time with no further requirements other than an updated index to the collection.

The readers of this technical report are encouraged to use the documents in the report as samples for the establishment of an RFP Library. The first part of this technical report, pages 1-16, contains the information needed to set up an unclassified, unlimited library. Also included in the first part of this technical report are the documents (the Rules, Point of Contact, and Unclassified and Classified Lists) that make up an Index given to contractors upon their arrival at the Library.

Certain security precautions must be taken with limited and Export Control documents; pages 17-23 of this report provide the rules and guidance for handling such material. The security measures that must be taken with classified documents are covered on pages 25-33.

The final portion of this report contains administrative material with instructions on how to sign potential contractors into and out of the RFP Library. Overall, this package is arranged to guide readers from the set up of the RFP Library to its closure.

**I. GUIDELINES FOR THE ESTABLISHMENT OF AN  
UNCLASSIFIED, UNLIMITED RFP LIBRARY**

## **1. LETTER TO ESTABLISH AN RFP LIBRARY**

At Hanscom, the process of setting up an RFP Library begins when a program office on the base contacts the PL Research Library, usually via a phone call. During this phone call, an RFP Library staff member asks the program office representative questions concerning dates of operation and shelf space. In addition, the two offices set a date for a briefing for all program office staff who will be involved in the RFP Library.

Briefings take place at the PL Research Library, giving program office staff the opportunity to view the accommodations available for RFP Library documents and visitors. It takes 45 minutes to one hour to brief program office staff on the contents of the package.

The letter on the next page is the first document on the computer disk that the RFP Library staff gives to the program office at the briefing. The program office completes this letter and the rest of their package, and delivers them to RFP Library staff when the program office delivers their RFP Library documents.

**SAMPLE**

Reply to: ESC/XXX

Date

Subject: WXY-Z RFP Library

To: PL/TSML

ref: Discussion between Capt. Mike Johnson, ESC/XXX, and Mr. Paul Jones, PL/TSML on (date) concerning a Request For Proposal (RFP) Library for the Weapons Xray Yoke Zipper (WXY-Z) Program.

1. ESC/XXX requests that PL/TSML establish a WXY-Z RFP Library within the Phillips Laboratory Research Library for prospective offerors on [proposed set-up date]. We expect to open the Library to contractors on [opening date] and close the library upon receipt of proposals, which is tentatively scheduled for [date]. The reference library will consist of classified and unclassified material. The maximum shelf space requirements anticipated are as follows:

Classified shelf space: xxx linear feet  
Unclassified shelf space: xxx linear feet

2. We are providing a numerical and title listing of all classified and unclassified documents, maps and drawings. You will be provided with a new reference listing when any changes are made.

3. ESC/XXX and PL/TSML have agreed to the Operating Procedures and Rules for visitors, which are attached for future reference.

4. A letter stating that the program office, not the PL Research Library staff, is responsible for answering questions concerning the program is contained in this package. In addition, a list of the points of contact for the WXY-Z program is included.

5. If there are any questions, please contact Capt. Johnson at x31234, or the undersigned at x35679.

JOHN M. SMITH, Capt. USAF  
WXY-Z Program Manager



## 2. OPERATING PROCEDURES

The Operating Procedures state the purpose and policy of the RFP Library, and further outline the specific responsibilities of PL/TSML and the program office.

### *OPERATING PROCEDURES FOR THE USE OF [ACRONYM OF PROGRAM]*

1. *Purpose:* The [acronym of program] Request For Proposal Library has been established for use by authorized industry personnel. The primary purpose of the RFP Library is to make technical data available to all personnel interested in [ acronym of program] as that data becomes available.

2. *Policy:* The policy of this RFP Library is to allow maximum use of and equal access to the information contained therein.

All documents contained in the RFP Library are subject to revision, reissue, or cancellation (without notice) as circumstances warrant. The RFP Library will close on the date proposals are due.

3. *Responsibilities:*

A. PL/TSML will:

(1) Provide the physical space for the RFP Library. The RFP library includes an area for visitors to review classified and unclassified material and a place to store classified and unclassified material associated with [acronym of program]. These areas will comply with all government regulations for safeguarding such material.

(2) Provide an individual to act as monitor for the RFP Library. Monitor's duties are to:

(a) Insure that only scheduled personnel are admitted to the library

(b) Maintain a visitor's log

(c) Sign in/out unclassified material for reproduction at non-government facilities

(d) Collect and hold all classified written notes until they are picked up by a designated courier from the program office.

B. ESC/XXX will:

(1) Provide all visitors responding to the Commerce Business Daily article with a copy of the Rules for Visitors to WXY-Z and a copy of the document index.

(2) Maintain a schedule of visitors desiring to visit the RFP Library. In maintaining this schedule, ESC will:

(a) Verify that visitors have proper security clearances (visitors without a security clearance will not be admitted to the RFP Library) and a need to know.

- (b) Maintain an appointment calendar. Appointments must be made at least x working days in advance. Appointments will be scheduled for all normal work days between 0000 and 0000 unless arrangements are made for an AM visit (0000 - 0000) or a PM visit (0000 - 0000).
  - (c) Advise PL/TSML of the schedule, which will include the visitor(s) names(s) and security clearance(s) on a classified visit request form. This form will be faxed to the Research Library (555) 123-4567, Attn: Paul Jones or Jane Doe.
- (3) Determine the documents to be included in the RFP Library.
  - (4) Furnish all approved documents and an indexed list of those documents to PL/TSML prior to the RFP Library opening date.
  - (5) Act as the sole point of contact for visitors regarding any questions pertaining to RFP Library Material.
  - (6) Pick up all classified notes from PL Research Library when notified.
  - (7) Retrieve all documents in the RFP Library when it is closed down.

### 3. RULES FOR VISITORS

The Rules for Visitors involve the scheduling of contractors' appointments and their responsibilities while visiting the RFP Library. The program office sends a copy of the Rules to contractors before their visit. At PL, we keep the Rules, Documentation Lists (p.10,11) and Point of Contact (p.14) in an Index that is shown to contractors upon their arrival at the Library.

#### *RULES FOR VISITORS TO [ACRONYM OF PROGRAM]*

1. Visits are by appointment only, scheduled at least x days in advance and recorded by ESC/XXX.
2. Visits are limited to one company per day with a maximum of three persons per visit. Hours of operation are 0000 - 0000, Monday through Friday. Arrangements for an AM (0000 - 0000) or a PM (0000 - 0000) visit may also be made with the program office.
3. All visitors are required to sign in/out on each visit.
4. A minimum clearance level of SECRET is required for admittance to classified programs. Clearances are forwarded to the contractor's point of contact in the program office.
5. Contractors visiting the RFP Library must restrict their activity to that purpose during their appointment. No other meetings with Government personnel are permitted and phone calls cannot be received while visiting the library.
6. Documents may not be marked under any circumstances.
7. Classified documents may not be removed from the RFP Library area and may not be photocopied. However, contractors are permitted to take notes from classified documents. These notes must include:
  - (a) Identification of the document by index number and page.
  - (b) The level of classification (underlined) of the information.
  - (c) Downgrading/declassification instructions.

All notes taken from classified documents must be turned into the RFP Library monitor. Any notes containing classified information which are not in accordance with Section 7 above will not be returned to the visitor.

8. If authorized, unclassified documents may be photocopied at a local reproduction facility.
9. Visitors must sign documents in/out for reproduction at off-base facilities. Documents must be returned by 0000 of the last day of the visitor's scheduled appointment, or by 0000 for half-day visits.

10. Cameras and video cameras are not permitted in the RFP Library. No calculators, personal computers, typewriters, or tape recorders can be used to reproduce classified material.

11. The Government reserves the right to inspect all material, including briefcases, when entering or leaving the RFP Library.

#### 4. DOCUMENTATION LISTS

The program office sends the classified and unclassified documentation lists to contractors before their visit to the RFP library. These lists are also included in the Index given to contractors during their visit.

##### WXY-Z UNCLASSIFIED DOCUMENTATION LIST

		Date	
DOC NUMBER	DOC DATE	DOC TITLE	
1. DRAFT	9 Apr 91	DRAFT System specification for WXY-Z upgrade	
2. DRAFT	1 Apr 91	DRAFT Statement of Work (SOW) for WXY-Z upgrade	
3. MIL-E-4158E (USAF) Amendment 3	11 Jan 73	Electronic Equipment, Ground, General requirements for	
4. Fed-STD-1027	14 Apr 82	Telecommunications: General Security Requirements for Equipment Using the Data Encryption Standard	
5. EIA-Standard RS-470 Issue 1	12 Jan 81	Telephone Instruments with Loop Signalling for Voiceband Applications	
6. Intelsat Earth Station Standards (IESS) IESS-309	1 Jul 85	Standard F, Antenna and wideband characteristics	

# WXY-Z CLASSIFIED DOCUMENTATION LIST

		Date
DOC NUMBER	DOC DATE	DOC CLASSIFICATION/TITLE
1. WXY-Z- 16J	Jul 84	CONFIDENTIAL, WXY-Z Satellite Network Message Standards
2. PQR PUB 9-01.1	Oct 89	CONFIDENTIAL, Excitation of Nonlinear Current Systems Documents
3. PQR PUB 9-01.1 Reissue 1 No. 32-50	Apr. 90	SECRET, Investigation of Propagation-Limited Computer Networks
4. ACE-AC 2020	Mar. 91	SECRET, Generation of Harmonic Waves in An Isotropic Plasma

## 5. VISIT FORM

Contractors must sign this form before they are admitted to the RFP Library, regardless of whether they have visited the library previously. The RFP Library staff keeps these forms in a separate folder and gives them to the program office at the close of the RFP library.

WXY-Z

### RFP LIBRARY VISIT FORM

\_\_\_\_\_  
COMPANY (PRINT/TYPE)

The information presented in the Request For Proposal (RFP) Library is for the use of potential contractors for the WXY-Z Program. The Government of the United States does not warrant the accuracy or completeness of the information contained in the documents in the library. All documents contained in the library are subject to revisions, changes and/or deletions without notice in order to reflect current status of the WXY-Z Program.

I have read and will comply with the rules governing use of the WXY-Z RFP Library for contractors.

_____ Name (Print/Type)	_____ Security Clearance	_____ Signature	_____ Date	_____ Phone
----------------------------	--------------------------------	--------------------	---------------	----------------

\_\_\_\_\_  
Social Security Number

_____ Name (Print/Type)	_____ Security Clearance	_____ Signature	_____ Date	_____ Phone
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\_\_\_\_\_  
Social Security Number

_____ Name (Print/Type)	_____ Security Clearance	_____ Signature	_____ Date	_____ Phone
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\_\_\_\_\_  
Social Security Number

## **6. POINT OF CONTACT FOR CONTRACTORS**

The following letter is included in the Index that is shown to contractors upon their arrival at the library. At the PL Research Library we find that listing one person as a point of contact for contractor questions prevents the confusion that numerous points of contact present.

### **SAMPLE**

Reply to: ESC/XXX

Subject: Contractor questions on WXY-Z

To: WXY-Z RFP Library Visitors

1. Questions concerning the WXY-Z Program should be directed to the [name of Program's Primary contact]. The PL Library staff is not familiar with the program and is therefore unable to answer questions regarding WXY-Z.

**SIGNATURE BLOCK OF PROGRAM MANAGER**



## **7. LETTER TO SECURITY POLICE**

At Hanscom A.F.B. the Security Police request notification from the program office when an RFP Library is to be established. Readers of this report should check with their own security force to determine if they need written notification of an RFP Library's existence. The following page is a sample of the letter that program offices send to the Security Police at Hanscom.

**SAMPLE**

Reply to: ESC/XXX

Subject: WXY-Z RFP Library

Date

To: ABC/SP

1. A Request for Proposal (RFP) Library will be established for the [name of program] in the PL Research Library on [date]. The library will contain both classified and unclassified data and will remain open for approximately [n] months.

2. The nickname assigned to the library is [acronym of program]. If you have any questions, please call me at x3-1234.

**SIGNATURE BLOCK OF PROGRAM MANAGER**

## 8. POINTS OF CONTACT FOR RFP LIBRARY STAFF

The RFP Library Staff keeps a list of alternate program office contacts on file in case the primary and secondary contacts cannot be reached. This listing will be kept in an "internal use only" folder, and will not be available to the contractor.

### WEAPONS XRAY YOKE ZIPPER STAFF

1. DIRECTOR, ESC WEAPONS PLANNING DIVISION (ESD/XX)

Col. Michael Williams, xM-4567

2. PROGRAM MANAGER, ESC XRAY WEAPONS

LtCol. Anne Bright, xM-7890

3. WXY-Z PROJECT OFFICERS

Capt. Aaron A. Kellogg, x3-1234

1Lt. Gary Gold, x3-3456

## **II. RULES FOR ESTABLISHING AN RFP LIBRARY CONTAINING LIMITED DOCUMENTS**

## 1. LIST OF LIMITATIONS

Limited documents are in a separate category from classified documents. Limited documents are usually unclassified documents that contain limited access statements; the procedure for releasing these documents is detailed on p.16. To avoid accidental security violations, we advise that RFP Library staff examine all unclassified documents for limitation statements upon receipt from the program office.

The following is a partial list of limitations that are frequently found on RFP Library documents:

### LIMITATIONS

STATEMENT	LIMITS ON DISTRIBUTION	REASONS
A	Unlimited - Approved for Public Release	Cleared for public release by competent authority
B	U.S. Government agencies only - other requests to DOD Controlling Office	Foreign Government Information, Proprietary Information, Test and Evaluation, Contractor Performance Evaluation, Administrative or Operational use, Software Documentation, Specific Authority
C	U.S. Government agencies and their contractors - other requests to DOD Controlling Office	Critical Technology Administrative or Operational Use, Specific Authority
D	Department of Defense and DOD contractors only - other requests to DOD Controlling Office	Premature Dissemination Software Documentation Critical Technology Specific Authority
E	DOD components only - requests shall be referred to DOD Controlling Office	Export Limitations Foreign Government Information, Premature Dissemination, Software Documentation, Critical Technology, Specific Authority
F	Further dissemination only as directed by DOD Controlling Office or higher DOD authority	Used only on classified technical documents unless specific authority exists for application to unclassified

X	<p>U.S. Government agencies and private individuals or enterprises eligible to obtain export-controlled technical data in accordance with regulations implementing 10 U.S.C. 140c-other requests must be referred to the DOD Controlling Office.</p>	<p>Used on unclassified documents that may not be disclosed publicly without specific authorization and statements B, C, D, E and F do not apply. Not used on classified documents.</p>
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## **2. SAMPLE RELEASE LETTER FOR LIMITED DOCUMENTS**

In order for a limited document to be releaseable to the public, permission from its originating agency must be granted to the program office. The program office then forwards a copy of the letter of release to the RFP Library staff. The following page, which covers limited documents only, is a sample letter of release.

**SAMPLE**

Reply to: ESC/XXX

Subject: Limitation clause

To: PL/TSML

Date

1. Reference telephone conversation on [date], with ABC/DE, Flyhigh AFB, MO, DSN 123-4567.

2. The person referenced above has given verbal release of document number(s) 123456, dated DDMMYYYY, titled [document title(s)].

3. This document can be viewed and reproduced by both prospective contractors and Dept. of Defense personnel.

4. If you have any questions, please contact the undersigned at 987-6543.

**SIGNATURE BLOCK OF PROGRAM MANAGER**



### 3. EXPORT CONTROL NOTICE

Export Controlled Technical Data documents are limited documents that must be handled differently than other types of limited documents.

Prior to scheduling appointments, the program office will confirm the eligibility of each contractor to receive/view Export Control. The contractor's company must give a copy of DD Form 2345 with the Defense Logistics Supply Center's (DLSC) authorization number to the program office. The program office is required to keep a record of this authorization on file and forward a copy to the RFP Library staff.

Export Control documents may be reproduced by the contractor, but all notes and photocopies taken by the contractor must be turned in to an RFP Library staff member. The staff member then contacts the program office who picks up the reproduced material and mails it to the contractor's data recipient officer.

The following statement must be attached to any photocopies or notes made by the contractor concerning Export Control:

#### EXPORT CONTROL NOTICE

WARNING: This document contains technical data whose export is restricted by the Arms Export Control Act (Title 22, U.S.C., Sec. 2751, et seq.) or the Export Administration Act of 1979, as amended, Title 50, U.S.C., App. 2401 et seq. Violations of these export laws are subject to severe criminal penalties. Disseminate in accordance with provisions of DoD Directive 5230.25.

#### NOTICE TO ACCOMPANY THE DISSEMINATION OF EXPORT-CONTROLLED TECHNICAL DATA

1. Export of information contained herein, which includes, in some circumstances, release to foreign nationals within the United States, without first obtaining approval or license from the Department of State for items controlled by the International Traffic in Arms Regulations (ITAR), or the Department of Commerce for items controlled by the Export Administration Regulations (EAR), may constitute a violation of law.

2. Under 22 U.S.C. 2778 the penalty for unlawful export of items or information controlled under the ITAR is up to 2 years imprisonment, or a fine of \$100,000 or both. Under 50 U.S.C, Appendix 2410, the penalty for unlawful export of items or information controlled under the EAR is a fine of up to \$1,000,000 or five times the value of the exports, whichever is greater; or for an individual, imprisonment of up to 10 years, or a fine of up to \$250,000, or both.

3. In accordance with your certification that establishes you as a "qualified U.S. contractor," unauthorized dissemination of this information is prohibited and may result in disqualification as a qualified U.S. contractor, and may be considered in determining your eligibility for future contracts with the Department of Defense.

4. The U.S. Government assumes no liability for direct patent infringement, or contributory patent infringement or misuse of technical data.

5. The U.S. Government does not warrant the adequacy, accuracy, currency, or completeness of the technical data.

6. The U.S. Government assumes no liability for loss, damage, or injury resulting from manufacture or use for any purpose of any product, article, system, or material involving reliance upon any or all technical data furnished in response to the request for technical data.

7. If the technical data furnished by the Government will be used for commercial manufacturing or other profit potential, a license for such use may be necessary. Any payments made in support of the request for data do not include or involve any license rights.

8. A copy of this notice shall be provided with any partial or complete reproduction of these data that are provided to qualified U.S. contractors.

Above extracted from DoD Technical Directive 5230.25, Withholding of Unclassified Technical Data From Public Disclosure, dated 6 Nov 84, Enclosure 5, page 5-1.

### **III. RULES FOR HANDLING AND DELIVERING CLASSIFIED MATERIAL FOR AN RFP LIBRARY**

## 1. RULES FOR TRANSPORTING CLASSIFIED MATERIAL

The rules that must be followed when transporting classified material are extracted from AFR-205-1/8-300.1, Air Force Policies for Escort or Hand-carrying of Classified Information.

a. (AF) General Policy. All Air Force personnel escorting or hand-carrying classified information outside their normal work area require authorization for such action.

1. (AF) As a minimum, each Air Force member or employee must have verbal authorization from his or her supervisor to escort or hand-carry classified material outside their normal work areas. Also, these personnel use an envelope, folder, or other closed container to prevent loss or observation of classified material being hand-carried outside of work areas.

2. (AF) Further, they should be provided with a written authorization when they are required to pass through an Activity Entry and Exit Inspection Program (See Chapter V, Section 3) inspection point to accomplish their classified information escort or hand-carrying assignment. As a minimum, US Air Force installation entry points are also inspection points for the unauthorized removal of classified information according to the provisions of the aforementioned program. There are numerous other potential inspection points within the typical US Air Force installation. When travel is to other US Government facilities or buildings, on or off military installations, the potential for passage through an inspection point is increased. Classified material is US Government property and confiscation of the material, detention of the escort or hand-carrying individual, or other similar actions may occur when the bearer of the classified material does not have a written authorization. It is a responsibility of the unit commander or staff agency chief who allows the removal of the classified material to provide the written authorization.

3. (AF) The authorization for all other travel, when the traveler is hand-carrying or escorting classified, consists of the written authorization, an approved courier letter (see figure 8-3) and exemption notice (see figure 8-4) affixed to the package containing classified . . .

b. (AF) Written Authorization. The DD Form 2501, Courier Authorization Card, is used to satisfy most policy requirements for written authorization for the escort or hand-carrying of classified material. Additionally, the DD Form 2501 satisfies the briefing statement requirements of paragraph 8-300f, above. The DD Form 2501 may not be used to satisfy the Courier Authorization Letter (see paragraph 8-302d1(c)) and the Exemption Notice (see paragraph 8-302d1(c)(6) requirements. Instructions for preparing the DD Form 2501 are in figure 8-5. File and destroy DD Form 2501 according to AFRs 12-20 and 12-50, Volume II.

**2. AUTHORIZATION TO TRANSPORT CLASSIFIED DOCUMENTS AND SCHEDULE  
CONTRACTOR APPOINTMENTS**

The following letter, which is kept on file by RFP Library staff, permits certain program office staff to transport classified material and authorize contractor visits.

**SAMPLE**

Reply to: ESC/XXX

Subject: Authorization to transport classified documents and  
schedule contractor appointments

To: PL/TSML

Date

1. The following list of personnel are authorized to pick up or deliver classified documents and pick up classified notes for the [acronym of Program] Program Office:

NAME	GRADE	SSN	CLEARANCE
------	-------	-----	-----------

2. The following persons are authorized to schedule appointments for contractor access to classified and unclassified material:

NAME	RANK	SSN	CLEARANCE
------	------	-----	-----------

3. If you have any questions please contact [name of program director or POC].

**SIGNATURE BLOCK**

(Must be the unit commander or staff agency chief)

### 3. COURIER LETTER

The following is extracted from AFR 205-1 and is a sample of the letter that must be carried when hand-carrying classified material.

(LETTERHEAD STATIONERY)

REPLY TO  
ATTN OF: CC

1 Aug 1986

SUBJECT: Designation of Official Courier

TO: Whom It May Concern

1. Master Sergeant Frank E. Smith, FR-123-45-6789, Headquarters, 123d Combat Support Group, Headquarters Squadron Section, Kirtland Air Force Base, New Mexico 87117-6001, is designated an official courier for the United States Government. Upon request, he will present his official identification card bearing the number B-0001122.

2. Sergeant Smith is handcarrying three sealed packages, size 9" x 8" x 24" "HQ 123 CSG/CCQ, Kirtland AFB NM 87117-6001", and addressed to "HQ USAF/IGS, Wash DC 20330-5001." Each package is identified on the outside by the marking "OFFICIAL BUSINESS MATERIAL EXEMPTED FROM EXAMINATION" bearing the signature of the undersigned.

3. Sergeant Smith is departing Albuquerque International Airport with a final destination to Washington National Airport, District of Columbia. He has a transfer point at Dallas-Fort Worth International Airport.

4. This courier designation can be confirmed by contacting the undersigned at HQ 123 CSG, Area Code 505, 844-1234 or AUTOVON 244-1234. This letter expires 1 Sep 1986.

WILLIAM E. BENSON, Colonel, USAF  
Commander

#### 4. CLASSIFIED COVER SHEET

This cover sheet is extracted from AFR 205-1. It is a sample of the exemption notice that must be affixed to all classified material that is being transported to or from an off-base facility.

Department of the Air Force

Headquarters, 123d Combat Support Group (MAC)

Kirtland AFB NM 87117-6001

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Official Business

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MATERIAL EXEMPT FROM EXAMINATION

WILLIAM E. BENSON, Colonel, USAF  
Commander



## **5. CERTIFICATION OF CLASSIFIED VISIT REQUEST**

Because the PL Research Library phones at Hanscom are not secure, the Security Police request the program office send classified visit requests in the form of a fax that is annotated in the upper right hand corner. We advise that you check with your own security force for guidance on sending classified RFP Library visit requests.

In order to schedule a classified RFP Library visit, the program office must send a copy of the anticipated visitor's security clearance along with their company's name and the date of the visit.

The following page is a sample letter which states the classified visit request policy. It is kept in the RFP Library staff's internal file.

**SAMPLE**

Reply to: ESC/XXX

Subject: Classified Visit Requests for RFP Library

To: PL/TSML

Date

1. The primary or secondary contact of the WXY-Z Program Office will verify all contractor visit requests as part of the scheduling procedures for the WXY-Z classified RFP Library. Approval of the visit request will be annotated in the upper right-hand corner of the request that is faxed to PL/TSML, Attn: Mr. Paul Jones.

2. If there are any questions or further information is required, please contact Capt. Anyname, x3-1234.

SIGNATURE BLOCK OF PROGRAM MANAGER

#### **IV. ADMINISTRATIVE SECTION**

## 1. VISITOR REGISTER

At the PL Library, we keep a register of contractors who are scheduled to visit the RFP Library. We request five working days notice before the contractor's visit in order to arrange our schedules. After receiving the contractor's name, company, date of visit and any other necessary information from the program office, we record this information in the visitor register. Once the contractor arrives at the Library, RFP Library staff ask for positive identification and confirm the contractor's appointment.

### WXY-Z VISITOR REGISTER

DATE OF VISIT	NAME	COMPANY	CLEARANCE (if necessary)
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## 2. SIGN OUT FORM FOR LIBRARY DOCUMENTS

After the contractor chooses documents for review, RFP Library staff records the numbers from the documents and whether they will be taken outside of the RFP Library Area. The contractor then signs this form. If the documents are to leave the Library, we ask for a phone number in case they are not returned on time. When the contractor returns with the documents the RFP Library Staff verifies the return of each document by checking the sign out sheet.

### WXY-Z DOCUMENT SIGN OUT SHEET

DATE

#### DOCUMENTS FOR REVIEW IN LIBRARY ONLY

No. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\*\*\*\*\*

#### DOCUMENTS REMOVED FROM LIBRARY

No. \_\_\_\_\_

\_\_\_\_\_

These documents must be returned by \_\_\_\_\_ hours.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TELEPHONE NUMBER

## **CONCLUSION**

In conclusion, the authors wish to leave readers with a few administrative suggestions gleaned from many years of operating RFP Libraries. First, the PL Library staff permanently retains an internal file containing visitor logs, classified and limited document release letters, and any other information we find necessary. These permanent files can prove extremely useful after a program office closes its RFP Library and a problem arises, such as a protest occurring during source selection. Second, the guidelines given in this report use the security regulations for Hanscom A.F.B.; the authors advise readers to check with their own security officer for guidance in security matters.

The procedures used at PL Library for the operation of RFP Libraries are the result of twelve years of experience. The original RFP Library package has undergone several revisions, and will doubtlessly be transformed again as changes in technology occur. In December of 1992 we received our first computer for exclusive use with an RFP Library from a program office. We are also about to start using a base wide E-Mail system to communicate with the program offices. The PL Library staff encourages readers of this report to incorporate new ideas for the operation of an RFP Library with the procedures outlined in this report, and to contact us with their own suggestions.