

**CONTRACTING OFFICE LETTERHEAD
(DOD/USACCK IN KOREA IF APPLICABLE)
(NOT FROM CONTRACT PRIVATE FIRM)**

(Office Symbol)

(Date)

**MEMORANDUM FOR HQ, U.S. Forces Korea (USFK), Assistant Chief of Staff, Acquisition Management,
ATTN: FKAQ, Unit #15237, APO AP 96205-0010**

**SUBJECT: Request for Contractor Designation under US-Republic of Korea (ROK) Status of Forces
Agreement (SOFA) (Solicitation Number or Contract Number)**

- 1. Reference USFK Regulation 700-19.**
- 2. Request the referenced solicitation and subsequent contract award be approved for SOFA designation. Appropriate SOFA contracting clauses are included on the solicitation.**
- 3. The following information is provided:**
 - a. Contracting office name, mailing address, and e-mail address.**
 - b. Contracting officer name:**
 - c. DSN, commercial, FAX number, and e-mail address:**
 - d. Solicitation number/Contract number:**
 - e. Justification for use of non-Korean firm (reference Chapter 1, paragraph 1-2a(1)).**
 - f. Names of firms being solicited and country in which they are incorporated.**
 - g. Contract period of performance dates to include all option years.**
 - h. Dates of performance in the ROK, if different from overall period of performance.**
 - i. Services to be performed (MUST BE DETAILED):**
 - j. Estimated number of US, third-country national, and ROK employees required.**
 - k. Estimated location in the ROK (that is, the name of the military installation).**
 - l. Is this contract wartime critical? Is a wartime/contingency clause included in contract? Has wartime logistic support been provided or coordinated with sponsoring agency? Number of emergency essential contractors? Number of contractors who would receive NBC training? Number of contractors who would have chemical gear? Who would be the contractors' Major Command during wartime?**
 - m. Name of the USFK Sponsoring Agency/Name of Point of Contact/Telephone Number.**

**SIGNATURE BLOCK
(CONTRACTING OFFICER)**

CF: Sponsoring Agency in USFK