

**BY ORDER OF THE COMMANDER
AIR FORCE SPECIAL OPERATIONS
COMMAND**

**AFSOC HEADQUARTERS OPERATING
INSTRUCTION 64-103**

20 MAY 2020



Contracting

**CONTRACTOR VISITS, TECHNOLOGY
REVIEW, AND PRESENTATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This AFSOC Headquarters (HQ) Operating Instruction (HOI) applies to all HQ AFSOC personnel. It outlines HQ AFSOC responsibilities and procedures for managing external organization contractor visits, technology reviews, and presentations to staff personnel. This publication may not be further supplemented. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW AFI 33-322, *Records Management and Information Governance Program* and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

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Section A—Purpose and Overview

1. Purpose. The purpose of this HOI is threefold. First, it ensures presentations on new capability development or technology concepts are vetted through the AFSOC staff. Presentation content should be related to AFSOC’s required capabilities and/or gap list prior to an AFSOC engagement. Second, these procedures allow AFSOC A5/8 to maintain awareness and visibility into a comprehensive collection of potential solutions for required capabilities and identified capability gaps. Third, the requirements in this HOI provides maximum flexibility in addressing AFSOC’s requirements consistent with rules governing interaction with contractors.

1.1. AFSOC/A8XZ, the Science, Technology, & Innovation Branch, serves as the AFSOC coordinator for all entities requesting to present new materiel or technology concepts to AFSOC, with the exception of medical, Information Technology (IT) and compartmented programs. Medical concepts are addressed by a similar but separate process through AFSOC/SGR, Medical Modernization Division. Similarly, IT network security accreditations and modernization are addressed by AFSOC/A6 Cybersecurity Office. Compartmented programs and special access required concepts are addressed within AFSOC/SA channels and

AFSOC/A2S for Specially Compartmented Information (SCI) systems or systems residing in a SCI Facility. For Small Business Innovation Research (SBIR) projects, AFSOC/A8XZ will serve as the AFSOC coordinator for company interactions within HQ AFSOC, but AFSOC's SBIR process and collaboration with AFWERX will be managed through the AFSOC CDT, Alison Group and AFSOC/A5RI, Acquisition and Integration Branch.

1.2. A top-level Technology and Industry Liaison Office (TILO) process flow diagram is included at [Attachment 2](#).

1.3. AFWERX is a community of Air Force innovators who strive to connect Airmen to solutions across the force: whether that be funding, collaborating with industry, or simply receiving guidance on a project.

2. Overview.

2.1. This AFSOC Headquarters Operating Instruction (HOI) identifies the process for the introduction and presentation of new capability development or technology concepts to the AFSOC Headquarters staff and subject matter experts (SME). This HOI provides industry, the Services, academia, laboratories, and other organizations/agencies a venue that could potentially address needs identified in the AFSOC Strategic Planning Process (SPP) Required Capability List (RCL) or Prioritized Gap List (PGL). The process for conducting contractor visits, technology reviews, and presentations is referred to as technology and industry liaison, and is managed by the AFSOC TILO, a sub-function of AFSOC's Science, Technology, and Innovation (ST&I) Branch, AFSOC/A8XZ.

2.2. Contractor visits to general officers and other senior personnel in HQ AFSOC are a matter of command interest and must receive careful evaluation to ensure visits are appropriate and managed in a timely and professional manner. The AFSOC mission can be positively impacted through AFSOC's interaction with industry, but there are specific rules for such engagements. AFSOC personnel must be mindful of these guidelines to avoid ethics and procurement violations. Ethical rules and standards of conduct are addressed in [paragraph 5](#). Personnel involved in the TILO process should consult AFSOC/JA as soon as possible with any questions or concerns regarding ethical rules and standards of conduct.

2.3. This HOI does not apply to AFSOC contractor employees or companies who are working on existing AFSOC contracts/programs. Presentations and office calls in these categories are managed by the contracting officer's representative (COR) working the related program. This HOI applies when employees seek to discuss future potential contracts or business, and/or address the AFSOC RCL or PGL.

2.4. Requests for personal visits, (i. e. office calls without business related discussions), should be strictly referred to the appropriate senior leader administrative staff for action. The AFSOC Protocol office has no role or responsibility in visits by retired senior leaders who visit the HQ on behalf of a vendor. However, visits by consultants and/or retired military or civilian Department of Defense (DOD) personnel seeking to introduce their company or contractor personnel to any AFSOC personnel are not considered personal visits and must be processed via TILO procedures.

2.5. In addition to contractor visits, this HOI also applies to other information exchanges with non-governmental entities when they are related to potential, pending, or ongoing procurements to prevent providing an unfair advantage. Such information exchanges include,

but are not limited to: documentary correspondence, email and other electronic correspondence, telephone conversations, and video-teleconferences.

Section B—TILO Procedures

3. TILO Rules of Engagement.

3.1. The TILO is responsible for all administrative planning actions and coordination for contractor visits including distribution of the AFSOC Contractor Visit Questionnaire (**Attachment 4**). AFSOC/A8XZ will work with Prioritized Gap List Item Managers (PGLIM), action officers (AO), and SMEs to ensure presentation information focuses on AFSOC's RCL and/or PGL. After reviewing the visit request and any additional presentation information, AFSOC/A8XZ, in collaboration with PGLIMs, SMEs, and AOs will determine if a visit is warranted and recommend a visit Principal/OPR to AFSOC/A8X. Although the TILO may delegate visit responsibilities to another OPR at the AO level, it retains overall visit scheduling and coordination responsibilities. Should an AFSOC SME initiate a vendor visit (TILO), AFSOC/A8XZ will assist the SME as required and document the visit accordingly. See **Attachment 3** for guidance on the TILO evaluation process.

3.2. TILO or the visit OPR will provide AFSOC/A8XZ copies of the most current information and AFSOC/A8XZ will record the data and maintain a company file regarding all contractor visits. At a minimum, each contractor visit file should contain a copy of the visitor request form, minutes of the meeting, list of all attendees, the presentation brief, and any documents distributed by participants. In the event that the contractor offers the government documents marked with disclosure restrictions or unsolicited proposals conforming to Federal Acquisition Regulations (FAR) Subpart 15.6, those documents must be protected from disclosure. Any questions should be referred to the AFICA/KOP or AFSOC/JA. Further guidance on OPR responsibilities are detailed in Section 7 and **Attachment 5**.

3.3. Contractors will provide read-ahead briefings through the TILO for participant and senior leadership review as early as possible, but not later than two business days prior to the scheduled visit. For presentations to the AFSOC/CC/CD/CA, TILO will contact the AFSOC A5/8 Executive Officer to coordinate a 30-minute pre-brief with AFSOC A5/8 or A5/8 Deputy Directors. The TILO will notify other Directors of pre-brief time and location via Executive Offices. Prior to briefing the AFSOC/CC/CD/CA, the TILO will submit the Front Office Meeting Request and ensure all meeting requirements are met (e.g. visit requests submitted, briefing venue reserved, internal invitations sent, if required, security clearances will be passed to appropriate personnel).

3.4. The AFSOC Demonstration Agreement–Statement of Understanding (**Attachment 6**) will be used for requests to conduct a product or concept demonstration. An email to that effect will also meet this requirement. At the conclusion of the presentation and contractors departure, the OPR may conduct a brief government-only review of the presentation at the principal's request. This session will assess the value of the contractor's presentation, assist the OPR with providing feedback to the contractor, help draft an After Action Report, and provide recommendations to AFSOC/A8X. Follow-up courses of action could include: presentation to the next level of leadership, an endorsement letter from the appropriate leadership level, initiation of demonstration or acquisition activities to prove or procure the materiel or concept, or partnering with other research organizations for further development.

In exceptional circumstances, various levels of briefings may be combined. This determination will be based on the urgency of need, level of briefer, etc.

3.5. SBIR Phase II proposal submissions are a subset of TILO engagements and collaborated on with the AFSOC Alison Group. The TILO engages with small businesses to facilitate the SBIR process across the command. TILO engagements for SBIR sponsorship will be conducted similar to any other TILO engagement with the exception that these engagements are primarily conducted virtually.

3.5.1. Upon requests from a small business for SBIR sponsorship, AFSOC/A8XZ will collaborate with PGLIMs, relevant SMEs, and AOs to determine if a discussion is warranted. Additionally, AFSOC/A8XZ will socialize the capability with command Innovation Cells to determine if one of those entities would prefer to sponsor the SBIR.

3.5.2. If after the SBIR TILO engagement, it is determined that HQ AFSOC or a subordinate unit will be the sponsoring organization for the small business' Phase II SBIR, AFSOC/A8XZ will work with an identified POC to draft the letter of support and have it endorsed at the appropriate level.

4. Visit Security.

4.1. Prior to contractor visits to HQ AFSOC, OPRs will comply with procedures in the Hurlburt Field Integrated Defense Plan (HF IDP). Access to Hurlburt Field must be coordinated and authorized through the 1st Special Operations Security Forces Squadron, Visitor Control Center (1SOSFS/VCC) Building 90905. TILO sends an email to 1 SOSFS/VCC Visitor Control Center (Distribution List) <1SOSFS.SFOXI.DL@us.af.mil> with full names of visitors and their DOB. If required, security clearances will be passed to appropriate personnel.

4.1.1. Contractor Identification. IAW HFIDP, all contractors or vendors accessing the installation must have a Common Access Card (CAC), a Hurlburt Field issued contractor badge, or an electronically generated AF Form 75 issued by either the Visitor Control Center or Pass & Registration section.

4.2. Contractor visit requests ([Attachment 4](#)) must be submitted prior to the meeting date. If discussions are expected at classified levels, the contractor must submit a Visit Authorization Request (VAR) via the Joint Personnel Adjudication System (JPAS) or successor system to the host unit for approval in accordance with DOD 5220.22-M, *National Industrial Security Program Operating Manual* (NISPOM).

4.3. Prior to contractor visits to HQ AFSOC, the TILO and/or OPR must inform the contractor of the restrictions on all portable electronic devices (PED) (including cell phones, personal digital assistants, smart watches, thumb drives, laptop computers, etc.). The visit OPR will ensure that visiting contractors meet at the HQ AFSOC main entrance to secure an escorted building badge and comply with PED security requirements. After badging is complete, the appropriate number of escorts must be provided to maintain proper visit security.

4.4. If the contractor prefers to bring a PED to facilitate the presentation, the presentation will be scheduled outside the HQ building, normally in the Hurlburt Field Education Center, Soundside Club, or another appropriate facility.

4.5. The AFSOC/A2S, Foreign Disclosure Office (FDO), must be notified 30 days prior of pending foreign visitors. The OPR will follow the guidance and instructions in the HFIDP for foreign national visit procedures.

5. Ethical Rules and Standards of Conduct.

5.1. As mandated by regulatory standards of ethical conduct ([Attachment 1](#)), government employees will conduct government business in a manner above reproach with complete impartiality and without preferential treatment. The general rule requires all government employees to strictly avoid any conflict of interest or appearance of a conflict of interest in government-contractor relationships. Personnel with ethics questions or concerns should consult the AFSOC/JA as soon as possible.

5.2. Post-Government Employment Restrictions. Department of Defense Directive (DODD) 5500.7-R, *The Joint Ethics Regulation*, paragraph 9800, states that current DOD employees shall not knowingly deal, on behalf of the government, with former DOD employees, if the former employee's participation in the transaction would violate any statute, or DOD directive, regulation, or policy.

6. Procurement Integrity.

6.1. To ensure compliance with 41 U.S.C.2101-2107, of the Procurement Integrity Act:

6.1.1. During planning and/or discussion of any federal agency procurement of property or services, government personnel must avoid providing (directly or indirectly) any proprietary or source selection information to any unauthorized person.

6.1.2. On receipt of a contractor visit request, if the visit OPR believes there may be ongoing solicitations for that product/service, the TILO should notify the appropriate AFSOC A5R or A5K Requirements Division personnel who will research ongoing source selections (including USSOCOM source selections) to determine whether the subject contractor visit might have a negative impact. In particular, any request from a participating contractor in a source selection to visit or brief the Source Selection Authority (SSA) or technical advisors to the source selection should be postponed until after the award of the contract and approval of such visit by the contracting officer involved.

6.1.3. The visitor sponsor must refer all requests for contractor visits involving a potential violation of the Procurement Integrity Act to AFSOC/JA for a legal opinion.

6.2. Basic Obligation of Public Service (5 CFR 2635.101). Federal employees are prohibited from giving preferential treatment to any private organization or individual. To the extent possible, government personnel should grant equal access to all contractors or potential suppliers of a given product or service.

6.2.1. Government personnel will only approve contractor requests for one-on-one meetings if they are ready, willing, and able to provide the same access to a class of similarly situated contractors.

6.3. Prohibition Against Disclosure of Non-public Information (5 CFR 2635.703). Employees will not disclose non-public information to further the private interests of any individual, company, or organization. Non-public information means information the employee gains by reason of federal employment, and he or she knows (or reasonably should know) has not been made available to the general public.

6.4. Prohibition Against Disclosure of Information Related to a Source Selection. Employees will not disclose contractor bid or proposal information, or source selection information. See 41 U.S.C. 423(a), (f)(1), (f)(2), and FAR 3.104-4(a). Note: This is information related to a specific source selection.

6.5. Prohibition Against Disclosure of Advance Procurement Information. According to the FAR, a high level of business security must be maintained in order to preserve the integrity of the acquisition process (FAR 5.401[a]). According to FAR 5.401(b) and (c), employees participating in the acquisition process may not disclose information:

6.5.1. On plans that would provide undue or discriminatory advantage to private or personal interests.

6.5.2. Received in confidence from a provider.

6.5.3. Otherwise requiring protection under DOD 5400.7-R_AFMAN 33-302, **Freedom of Information Act Program**, or AFI 33-332, **Air Force Privacy and Civil Liberties Program**.

6.5.4. Pertaining to internal agency communication; for example, technical reviews, contracting authority or other reasons, or recommendations referring thereto.

6.6. Prohibition Against Release of Information About a Procurement Before Solicitation is Issued. Do not release specific information about a proposed acquisition that would be necessary for the preparation of bids or proposals except for contract actions published in accordance with FAR, Part 5, or pre-solicitation notices published in accordance with FAR 14.205, 15.201 or 36.213-2. General information about agency mission needs and future requirements may be disclosed at any time. Within the government, restrict the release of such information to those having a legitimate interest in the information. In order to avoid creating an unfair competitive advantage, materials distributed at a pre-solicitation or pre-proposal conference should be made to all potential providers upon request (FAR 15.201).

6.7. Trade Secrets Act. The Trade Secrets Act states that, unless authorized by law, an employee may not publish or disclose any information that comes to him (or her) in the course of employment or official duties and that concerns or relates to the trade secrets, processes, operations, style of work, or apparatus, or to the identity, confidential statistical data, amount or source of any income, profits, losses, or expenditures of any person, firm, partnership, corporation, or association (18 U.S.C. 1905).

6.8. Classified Material. If classified information is to be discussed during the visit, comply with all information security requirements outlined in AFI 16-1404, Air Force Information Security Program. The OPR will ensure that the contractor JPAS [or successor system] visit requests have been received and security clearance verified prior to arrival per instructions described in [paragraph 4](#). Any classified material, whether-hand carried or orally discussed, must comply with the AFI. Direct any questions concerning this requirement to the unit security manager.

Section C—Roles & Responsibilities

7. Roles & Responsibilities.

7.1. Senior Leadership (AFSOC CC/CD/CA/CoS/Directors) and Commander's Action Group (CAG).

7.1.1. Emphasize that all contractor requests for presentation or consideration of materiel or technology concepts must follow the process prescribed in this instruction.

7.1.2. Directors must ensure appropriate action officers and SMEs within their functional areas support TILO events as required.

7.2. AFSOC A5/8 has overall management responsibility for the command TILO program.

7.3. AFSOC A8X is the OPR for the TILO program and will:

7.3.1. Review contractor visit requests for viability and recommend appropriate level of presentation, as warranted.

7.3.2. Prepare the Commander and other senior leaders for potential vendor visits during the Air Force Association (AFA) conference and the Special Operations Forces Industry Conference (SOFIC), or other technology/vendor expositions.

7.3.3. In conjunction with AFSOC/JA, periodically conduct a HQ staff ethics briefing on contractor interactions.

7.4. AFSOC/A8XZ Science, Technology, and Innovation Branch.

7.4.1. Administer the TILO Program and coordinate contractor visits, technology reviews, and presentations, with HQ AFSOC directorates and staff agencies.

7.4.2. Ensure all contractors requesting a visit receive identical information to guarantee no unfair competitive advantage is given.

7.4.3. Ensure all contractor visits comply with guidance in acquisition, legal, and security instructions.

7.4.4. Maintain a master database cataloging details associated with contractor visits.

7.4.5. Track the status of all TILO visits and assist OPRs with their responsibilities in this instruction as needed.

7.4.6. Collect and retain appropriate information on materiel or technology concepts for later review and analysis.

7.5. TILO/SBIR OPRs.

7.5.1. Coordinate with AFSOC/A8XZ on all TILO activities and coordinate with Alison Group on all SBIR activities.

7.5.2. Complete administrative actions including but not limited to:

7.5.2.1. Determine if any AFSOC Staff Agencies or Directorates, Wing- or Group-level future development organizations, or PGLIMs are interested in attending the briefing/meeting.

- 7.5.2.2. Obtain presentation and biographies in advance of visit and scan briefing material as required.
- 7.5.2.3. Reserve a meeting location, telecom or secure VTC if required.
- 7.5.2.4. Obtain and coordinate visitor security clearances as required.
- 7.5.2.5. Coordinate visitor escorts and similar host responsibilities.
- 7.5.2.6. Document meeting summaries and contractor feedback.
- 7.5.3. Disseminate the TILO Contractor Visit Request Form to organizations that desire to present materiel and technology concepts that are of interest to AFSOC.
- 7.5.4. Assist submitting organizations in focusing materiel and technology concept presentations to emphasize relevancy to AFSOC required capabilities and/or to solve/mitigate AFSOC gaps.
- 7.5.5. Coordinate with AOs, SMEs, and PGLIMs throughout HQ AFSOC as necessary to facilitate the technology review and presentation process.
- 7.5.6. Provide feedback and/or suggested follow-up courses of action to submitting organizations as appropriate.
- 7.5.7. Coordinate with servicing legal and contracting offices early in communication with industry to help guide the process through successful business exchanges.
- 7.6. Prioritized Gap List Item Manager (PGLIM).
 - 7.6.1. Coordinate all requests for presentation or consideration of new material or technology concepts with AFSOC/A8XZ.
 - 7.6.2. Evaluate external organization submissions as potential solutions to gaps on the Prioritized Gap List.
- 7.7. Subject Matter Experts (SMEs).
 - 7.7.1. In coordination with OPRs, perform those actions necessary to review, analyze, and comment on submitted material and technology concepts.
 - 7.7.2. Recommend other SMEs that may have interest in or pertinent knowledge of the materiel or technology concepts.
 - 7.7.3. Attend briefings and provide written inputs to assist preparation of minutes on the vendor briefing and visit.
 - 7.7.4. Recommend follow-up courses of action.

STEVEN G. EDWARDS, Brig Gen, USAF
Director, Strategic Plans, Programs & Requirements

Attachment 1**GLOSSARY OF REFERENCES, ACRONYMS, AND SUPPORTING INFORMATION*****References****United States Code (U.S.C.)*

- 18 U.S.C. 1905
- 41 U.S.C. 423(a), (f)(1), (f)(2)
- 41 U.S.C.2101-2107

Title 41 FAR–Federal Acquisition Regulation

- FAR 3.104-4(a)
- FAR 15.201
- FAR 15.6
- FAR 14.205
- FAR 36.213-2
- FAR 5.401[a]
- FAR 5.401[b]
- FAR 5.401[c]

Code of Federal Regulations

- 5 CFR 2635.101
- 5 CFR 2635.703

DOD 5220.22-M, *National Industrial Security Program Operating Manual*, 28 Feb 2006

DODD 5500.7-R, *The Joint Ethics Regulation*, 29 November 2007

DOD 5400.7-R_AFMAN 33-302, *Freedom of Information Act Program*, 21 Oct 2010

AFI16-1404, *Air Force Information Security Program*, 28 May 2015

AFI 33-322, *Records Management and Information Program*, 22 Mar 2020

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 9 Mar 2020

AFI 33-360, *Publications and Forms Management*, 1 December 2015

AFI 38-402, *Airmen Powered by Innovation*, 7 Feb 2020

Hurlburt Field Integrated Defense Plan (HF IDP)

Hurlburt Field Instruction 31-101, *Installation Security Instruction*, 30 May 2008

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 75, *Visitor/Vehicle Pass*

Prescribed Forms

AFSOC Contractor Visit Request

Demonstration Agreement And Statement Of Understanding

Abbreviations and Acronyms

AAR—After Action Report

AF—Air Force

AFA—Air Force Association

AFMAN—Air Force Manual

AO—Action Officer

AOI—Areas of Interest

AFRIMS—Air Force Records Information Management System

AFSOC—Air Force Special Operations Command

AFSO CI—Air Force Special Operations Command Instruction

CA—AFSOC Executive Director

CAG—Commanders Action Group

CC—Commander

CoS—Chief of Staff

CD—Deputy Commander

DOD—Department of Defense

DODD—Department of Defense Directive

FAR—Federal Acquisition Regulation

FDO—Foreign Disclosure Office

HFIDP—Hurlburt Field Integrated Defense Plan HQ—Headquarters

HOI—Headquarters Operating Instruction

IT—Information Technology

JA—Judge Advocate

JPAS—Joint Personnel Adjudication System

NISPOM—National Industrial Security Program Operating Manual

OPR—Office of Primary Responsibility

PED—Portable Electronic Device

PGL—Prioritized Gap List

PGLIM—Prioritized Gap List Item Manager

RCL—Required Capabilities List

RDS—Records Disposition Schedule

SBIR—Small Business Innovation and Research

SME—Subject Matter Expert

SOFIC—Special Operations Forces Industry Conference

SPP—Strategic Planning Process

SSA—Source Selection Authority

ST&I—Science, Technology and Innovation

TILO—Technology and Industry Liaison Office

TRL—Technical Readiness Level

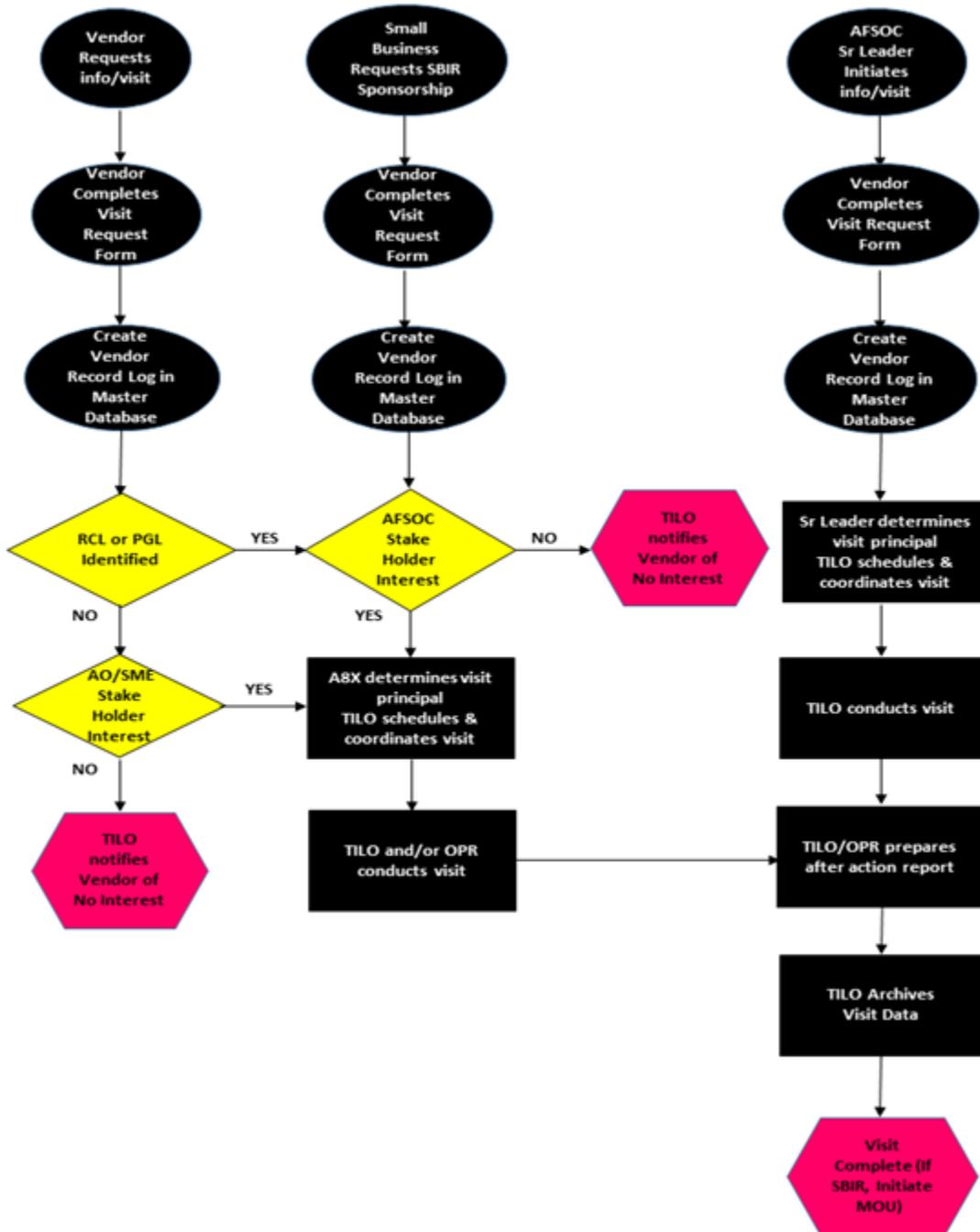
VAL—Visit Authorization Letter

VAR—Visit Authorization Request

Attachment 2

VISIT REQUEST FLOW CHART

Figure A2.1. CONTRACTOR VISITS, TECHNOLOGY REVIEWS, AND PRESENTATIONS PROCESS FLOW.



Attachment 3**SUBMISSION EVALUATION CRITERIA**

A3.1. Presentations should be concise, specific, and applicable to AFSOC capability requirements and/or capability gaps. While the HQ AFSOC AOs will assist the submitter to focus on the important aspects of their proposal, at a minimum the following questions need to be answered within the submission:

A3.2. What is the purpose of the presentation or proposal? Is it simply informational, to request AFSOC support/endorsement from Senior Leaders, or to enlist funding support for development or fielding, i.e. a Small Business Innovation and Research (SBIR) endorsement?

A3.3. What can the materiel or technology do for AFSOC? The submitter should make a direct, identifiable connection to an AFSOC validated capability need and/or capability gap. If no connection exists, the submitter should explain why this is of interest to AFSOC.

A3.4. How advanced is the materiel or technology concept? What is the Technology Readiness Level (TRL)? What are the development and/or transition plan and costs?

A3.5. How does the materiel or technology concept compare to existing and competing capabilities/systems?

A3.6. Is the submitter part of a team, and if so, how does the submitter fit within that team? Who are the other team members and what are their responsibilities?

A3.7. Does the submitter have other government support, i.e., AFRL, DARPA, Battlelabs, AFWERX/SOFWERX, MAJCOM, Service, etc.?

A3.8. Is the new materiel or technology concept a “primary” system or a “sub-system” to a solution? Can the materiel or technology concept stand on its own or does it need to be incorporated/integrated into a broader system? Is the presented technology proprietary? If it cannot stand on its own, should it be presented to HQ AFSOC or should it be presented by the primary system provider? Having a sub-component developer present may be appropriate in the case of an informational briefing on a promising technology or a major component.

Attachment 4

AFSOC CONTRACTOR VISIT REQUEST

Figure A4.1. Sample Request Form.

 <p style="text-align: center;">AFSOC TECHNOLOGY & INDUSTRY LIAISON OFFICE (TILO) CONTRACTOR VISIT REQUEST afsoc.a8.tilo@us.af.mil 850-884-2384 UNCLASSIFIED INFO / DATA ONLY!</p>		
1. COMPANY NAME		
2. Is your company involved in ANY source selection conducted by, directly affecting, or involving AFSOC and/or its personnel (goods and/or services): <input type="checkbox"/> YES - Identify program name, contracting officer, office symbol, email & phone. <input type="checkbox"/> NO		
3. PURPOSE OF VISIT:		
4. PRIMARY POINT OF CONTACT (Name, phone number, and email)		
5. REQUESTED DATES OF VISIT (Please include no less than two date windows)		
a. FROM: _____ TO: _____	b. FROM: _____ TO: _____	
c. FROM: _____ TO: _____	d. FROM: _____ TO: _____	
6. VISITORS: Names/Titles (Retired Military Grade if applicable)/Clearance (if required for visit) - Are any of the visitors Foreign Nationals? If so, ID for Foreign Disclosure Office (FDO) vetting. Note: Notify TILO as soon as possible should visitor list change		
		Add Row
VISITORS NAME and FDO ID	TITLE	CLEARANCE
7. AFSOC Individuals / Offices requested to meet. NOTE: Most visits are a consolidated briefing and are NOT one-on-one meetings (<45min total):		
8. Do you expect classified discussions? <input type="checkbox"/> YES - Provide your SMO code and submit clearance for individuals to AFSOC SMO Code: <input type="checkbox"/> NO EEDVFJHM6 Sponsor: Theodore Rivera		
		Proposed topic for discussion (NOTE: limit number of topics to 30-45 min combined):
9. What is your Objective for this visit?		
10. List support requirements (equipment/technical) requested (NOTE: no electronic/storage devices authorized in HQ AFSOC building):		
VENDOR TASK: Email the following to afsoc.a8.tilo@us.af.mil and call 850-884-2384 to verify receipt: 1. Copies of slides or briefing materials NLT 7 days prior to meeting date 2. Company capabilities briefing/background information. Provide website if available 3. List of DoD contracts you currently have that affect AFSOC 4. If visiting representative is GO-level, provide biographies of key team members		
RULES of ENGAGEMENT (ROE) for AFSOC TILO VISITS: 1. All vendors receive equal opportunity to showcase, discuss, and/or exhibit their service/product 2. AFSOC does not guarantee rank level of attendees (General Officers, Colonels, Action Officers, etc) or mandate a specific audience attend TILO briefings. TILO can/will coordinate and advise the vendor prior to the visit on who plans to attend, but this is subject to change 3. Vendors are encouraged to highlight their company's future capabilities and innovation initiatives especially as they relate to enhancing AFSOC capabilities 4. If there is an active Request for Proposal (RFP) or Quote (RFQ) for a product or service regardless of provider, AFSOC is prohibited from all correspondence (written and verbal) with any vendors as it relates to that product, service and/or RFP/RFQ. DO NOT attempt to discuss (formal or informal) those subjects 5. Vendors are expected and encouraged to schedule unsolicited (i.e., visits not specifically requested by AFSOC) visits only via TILO. Vendors should not reach out to AFSOC staff or subordinate units to conduct Business Development visits 6. AFSOC staff and subordinate units may request vendor visits without TILO assistance. However, they should inform the TILO office for tracking and historical documentation		

Attachment 5**TILO AND OPR CHECKLIST**

A5.1. Provide AFSOC Contractor Visit Questionnaire (Attachment 4); review for completeness

A5.1.1. Assist submitting organizations in focusing presentations on emphasizing the ability to solve/mitigate AFSOC capability gaps

A5.2. Solicit and determine the level of interest within HQ AFSOC before approving a visit from a contractor

A5.2.1. If no level of interest, AFSOC/A8XZ will notify contractor that a visit will not be scheduled

A5.2.2. If there is interest, coordinate with SMEs and PGLIMs throughout HQ AFSOC, as necessary, to ensure the technology review and presentation process is properly attended

A5.3. If there is HQ AFSOC interest and a visit is desired, TILO and/or the designated OPR will be responsible for the following tasks:

A5.3.1. Provide email notification to the contractor (see AFSOC/A8XZ SharePoint folder) of proposed date and time with the who, what, when, where, and why (“five Ws”) of the visit

A5.3.2. Reserve Conference room in HQ or other site as necessary (coordinate with AFSOC/DSR) based upon the classification of the briefing and whether or not contractor wants to bring PED for presentation

A5.3.3. For classified sessions, request clearances through JPAS; see Security Manager and/or the Hurlburt Field (HF) Integrated Defense Plan (IDP)

A5.3.4. Send internal meeting notification to HQ AFSOC and/or externally as required

A5.3.5. Obtain and distribute read-aheads from contractors (briefings, White Papers, etc.); Note: ensure contractor meets delivery deadline (typically 48 hours prior to their arrival). With few exceptions, the contractor will provide hard-copy RAH during the briefing

A5.3.6. If contractor provides briefing on disk, scan with antivirus software

A5.3.7. Provide local map to HQ Area/Base if requested (AFSOC/A8XZ SharePoint folder)

A5.3.8. Relay all necessary HQ Bldg security requirements to the contractor (badging process, no electronics allowed, escort requirement, etc.)

A5.4. Work with directorate security manager to send visitor approval notification to the front gate for base entry. Meet visitors in the Bldg. 1 North side security area for badging and escorting. Escort visitors within HQ AFSOC.

A5.4.1. Base access must be coordinated through the 1st Special Operations Security Forces Squadron, Visitor Control Center (1SOSFS/VCC)

A5.4.2. AFSOC/A2S Foreign Disclosure Office (FDO) must be notified 30 days prior if foreign visitors are anticipated

A5.5. TILO and/or OPR will conduct brief, government personnel-only hot wash after contractors depart, obtain feedback from attendees, and compile a summary of the main points of discussion and any follow-up actions or taskings.

A5.6. Submit final briefings, biographies, feedback and pertinent information to AFSOC/A8XZ.

Attachment 6

DEMONSTRATION AGREEMENT AND STATEMENT OF UNDERSTANDING

Figure A6.1. Sample Agreement Memo pg. 1 of 2.



DEPARTMENT OF THE AIR FORCE
 AIR FORCE SPECIAL OPERATIONS COMMAND
 HURLBURT FIELD, FLORIDA

MEMORANDUM FOR: AFSOC Technology and Industry Liaison Office

FROM: [REDACTED]

SUBJECT: DEMONSTRATION AGREEMENT and STATEMENT OF UNDERSTANDING

1. The Vendor, here-in-after called Contractor, proposes, of his or her own free will and initiative and without any cost or obligation to the Government, to perform the following services for the sole purpose of evaluation:
2. The Contractor clearly understands this evaluation by Government personnel is without monetary consideration. The Government is not obligated for the cost of any materials, supplies, or labor for this effort.
3. The results of the Government evaluation may not be used as an endorsement by the Government of: (1) the services rendered; or (2) the Contractor performing the services.
4. The demonstration is for evaluation purposes only and the Government is not obligated at this or at any future time to purchase the services or any similar services.
5. The services being demonstrated by Contractor and evaluated by the Government shall not be altered or modified without the Contractor's expressed consent.
6. The Contractor will provide demonstration/presentation on:
 - a. [REDACTED]
7. Demonstration/briefing will be presented on (dates, times and location):
 - a. [REDACTED]
8. The Contractor will indemnify, hold harmless, and defend the Government from and against any and all claims, demands, or suits including attorney's fees, arising out of, claimed on account of, or in any manner predicted upon the loss of or damage to property of, or injuries or death of any and all persons whatsoever, including the agents or employees of the Contractor, which was in any manner caused by or attributed to this demonstration whether caused by the acts or omissions of the Contractor, his or her agents, employees, or other third parties, while in, on, or about subject location, including defects or malfunction of the products or equipment used by the Contractor in this demonstration.
9. The Contractor is totally responsible for any damage to Government property caused by the product or by the Contractor's employee(s) in conjunction with this commercial demonstration/briefing.
10. A copy of Federal Acquisition Regulation (FAR), Subpart 15.6, Unsolicited Proposals, will be furnished under separate cover if so requested by the Contractor.

Figure A6.2. Sample Agreement Memo pg. 2 of 2.

11. The Government will not assume any responsibility for, or be liable for any loss or destruction of, or damage to Contractor's test item and/or related equipment or system(s), or for any other damages, whether direct, consequential, for delays or otherwise. The Government will not be obligated to purchase any equipment, materials, or services from the Contractor as a result of the test and evaluation activity.

12. Endorsement of Authorized Representatives:

[Redacted]

Name of Contractor

[Redacted]

Name of AFSOC Organization

[Redacted]

Name/Title of Authorized Representative

[Redacted]

Name/Title of Authorized Representative

[Redacted]

Address (Include city, state, and ZIP Code)

[Redacted]

Date/Signature of Authorized Representative

[Redacted]

Date/Signature of AFSOC Organization Rep