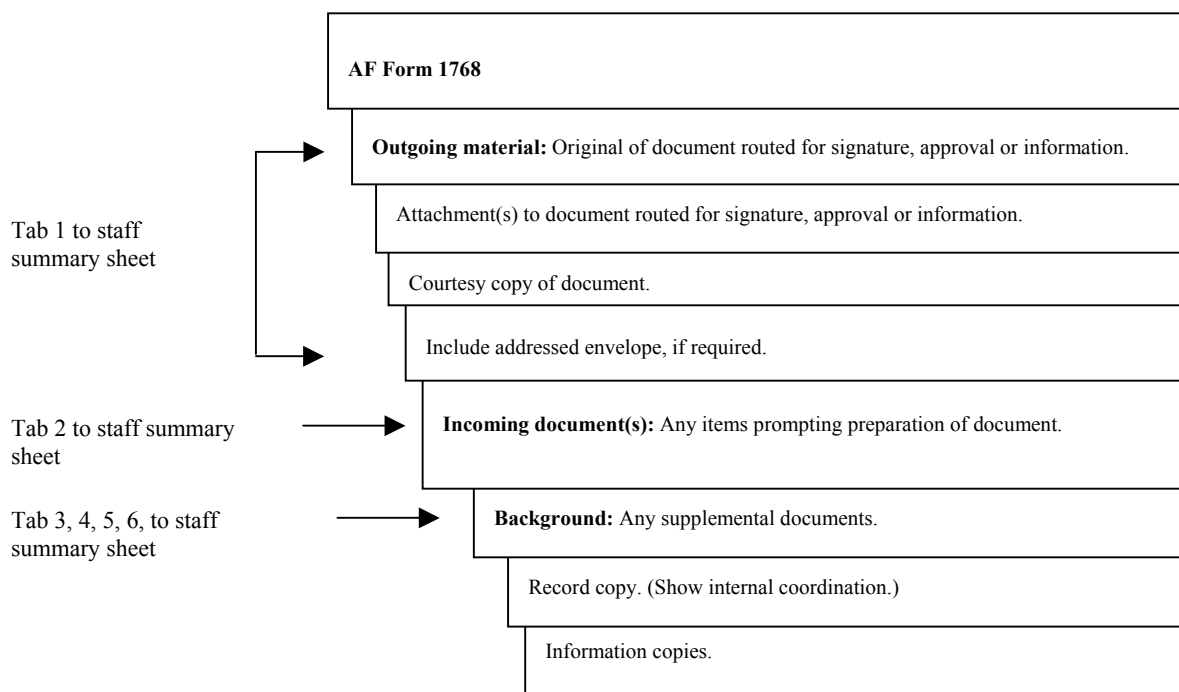


STAFF SUMMARY SHEET

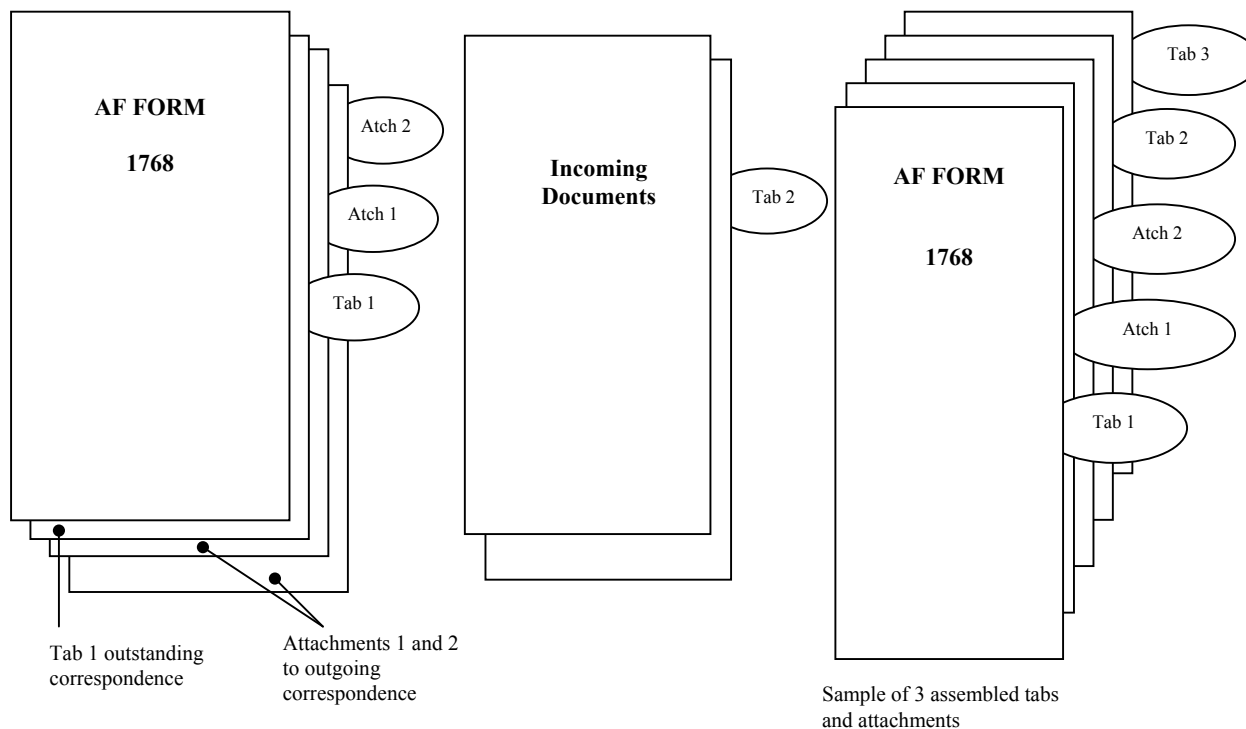
STAFF SUMMARY SHEET							
	TO	ACTION	SIGNATURE (SURNAME), GRADE AND DATE		TO	ACTION	SIGNATURE (SURNAME), GRADE AND DATE
1	AU/ES	Coord	<i>Cooper, Lt Col, 6 Apr 04</i>	6			
2	AU/CV	Coord	<i>Wright, Col, 6 Apr 04</i>	7			
3	AU/CC	Sig	<i>Woods, Col, 6 Apr 04</i>	8			
4				9			
5				10			
SURNAME OF ACTION OFFICER AND GRADE			SYMBOL	PHONE	TYPIST'S INITIALS		SUSPENSE DATE
Major Robinson			ACSC/CCE	3-2224	gst		
SUBJECT							DATE
Proposed Letter of Invitation to General Colin Powell, USA, Retired							2 Apr 04
<p>SUMMARY</p> <p>1. The proposed letter at Tab 1 invites General Powell to be the guest speaker at Air Command and Staff College's (ACSC) graduation on 12 Jun 04. This year, ACSC has added emphasis on leadership throughout the curriculum. General Powell's presentation will provide the capstone to the school's Leadership Focus guest speaker series.</p> <p>2. RECOMMENDATION. CC sign proposed letter at Tab 1.</p> <p><i>Michael E. Harris</i> MICHAEL E. HARRIS, Colonel, USAF Dean of Distance Learning, ACSC Ext 3-2456</p> <p>1 Tab Proposed Invitation Ltr</p> <p style="text-align: center;">SAMPLE</p>							

STAFF SUMMARY SHEET							
	TO	ACTION	SIGNATURE (SURNAME), GRADE AND DATE		TO	ACTION	SIGNATURE (SURNAME), GRADE AND DATE
1	ACSC/DEO	Coord	<i>Heron, Lt Col, 5 Apr 04</i>	6			Sign your surname, rank or grade, and date on the bottom line if you are the addressee; sign on the top line if you aren't the addressee. If more than 10 coordinators, use another form, renumber and fill in all info through Subject line.
2	ACSC/DE	Coord	<i>Graham, Dr., 6 Apr 04</i>	7			
3	ACSC/CV	Coord	<i>German, Col, 6 Apr 04</i>	8			
4	ACSC/CC	Sig	<i>Ladnier, Brig Gen, 7 Apr 04</i>	9			
5				10			
SURNAME OF ACTION OFFICER AND GRADE			SYMBOL	PHONE		TYPIST'S INITIALS	SUSPENSE DATE
SMSgt Tyndale			DPS	3-2290		jv	11 Apr 04
SUBJECT							DATE
Preparing the Staff Summary Sheet (SSS)							1 Apr 04
<p>SUMMARY</p> <p>1. The SSS introduces, summarizes, coordinates, or obtains approval or signature on a staff package. It should be a concise (preferably one page) summary of the package. It states the purpose, pertinent background information, rationale, and discussion necessary to justify the action desired. Show the action desired (Coord [Coordination], Appr [Approval], Sig [Signature]). Use Info (Information), when the SSS is submitted for information only. (NOTE: Usually show only one Appr entry and one Sig entry.) Use complete address when coordinating with outside organizations.</p> <p>2. The SSS is attached to the front of the correspondence package. If an additional page is necessary, prepare it on plain bond paper. Use the same margins you see here. Summarize complicated or lengthy correspondence or document attached, or any appropriate portion of any document you reference. Do not use in place of a memo; use with a package it summarizes.</p> <p>3. List attachments to the SSS as tabs. List the documents for action as Tab 1. List incoming letter, directive or other paper—if any—that prompted you to prepare the SSS as Tab 2. (If you have more than one document for action, list and tab with as many numbers as needed and list the material you're responding to as the next number: Tabs 1, 2, and 3 for signature, Tab 4 incoming document.) List supplemental documents as additional tabs followed by the record or coordination copy and information copies. If nonconcurrence is involved, list it and the letter or rebuttal as the last tab.</p> <p>4. VIEW OF OTHER. Explain concerns of others external to the staff (i.e., OSD, Army, Navy, State, etc.) For example: "OSD may disapprove of the approach." Use a period or colon after VIEW OF OTHER, OPTION, etc. Either is acceptable; just be consistent.</p> <p>5. OPTIONS. If there are significant alternative solutions, explain. For example, "Buying off-the-shelf hardware will reduce the cost by 25 percent, but will meet only 80 percent of the requirements."</p> <p>6. RECOMMENDATION. Use this caption when SSS is routed for action. State the recommendation, including action necessary to implement it, in such a way the official need only sign an attachment or coordinate, approve, or disapprove the recommended action. Do not recommend alternatives or use this caption when submitted for info only.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div> <p><i>Carrie H. Long</i> CARRIE H. LONG Student Services, ACSC Ext 3-7901</p> </div> <div style="text-align: right;"> <p>2 Tabs 1. Proposed Ltr 2. HQ AETC/CC Ltr, 25 Mar 04 w/1 Atch</p> </div> </div>							

ARRANGING ATTACHMENTS TO AF FORM 1768



FORMAT TO INDICATE TABS



PREPARATION OF AN ELECTRONIC STAFF SUMMARY SHEET (SSS)

Staff Summary Sheets requiring your Group or Wing Commander's signature should be sent through your internal channels via e-mail. Office of Primary Responsibility (OPR) transmits package via e-mail to first reviewer to coordinate/comment. The first reviewer should forward (never reply) package with comments (if any) to the next reviewer. This procedure is repeated until last reviewer has coordinated on the package. The last reviewer forwards the entire package back to the OPR.

E-mail Message

From:

Sent:

To: 42 SPTG/CCE

Cc:

Subject: Electronic Staff Summary (ESS) Format

COORDINATION

<u>Office</u>	<u>Action</u>	<u>Last Name/Rank/Date</u>
AU/ES	Coord	Humphries, GS-11, 11 Sep 03
AU/DSS	Review	Gordon, GS-07, 11 Sep 03
AU/DS	Coord	Phillips, Col, 12 Sep 03
AU/CV	Coord	Copy provided/mal
AU/CCS	Review/Print	Thomas, GS-09, 13 Sep 03
AU/CCE	Review	Tonnies, Maj, 16 Sep 03
AU/CC	Sign	[AU/CC signed. To CC Secretary for mailing. Prh]
42 CS/SCB	Info/File	Smith, GS-11, 16 Sep 03

*Note: Options for Action are Sign, Coord, Appr, Review, Info, or File

STAFF SUMMARY

AO: Mr. John J. Smith, GS-11, 42 CS/SCB, 3-3467

SUPENSE: N/A

Summary: (If applicable)

1. **PURPOSE.** Please FORWARD (never REPLY) to the next agency after coordination. (If you require that the package be forwarded back to the originator for closer tracking, then so state.) The only attachment should be the actual letter for signature, or any extremely lengthy document, nothing else. All pertinent information should be included in this section. The reader should not have to look anywhere else for an explanation of the package's contents.
2. **DISCUSSION.** State the reason for the needed signature/coordination and any pertinent information needed to inform them why they are receiving the package. Include all information in the E-mail itself (i.e., tabs, talking papers, etc.).

3. RECOMMENDATION. In this section include the document you need signed (attachment) or action required. State whether you require an electronic or original signature in this section.

//Signed/mal/30 Sep 03//

MARTHA A. LONG

Lieutenant Colonel, USAF

Commander, 42d Communications Squadron

Ext 3-4289

Tab:

Example Electronic Staff Summary (ESS) Format

-----Tab – ESS Format



ESS Format.DOC (attach document here)