

700-19 Process

60 Days+

STEP 1 - Government Contracting Officer submits complete request for contract SOFA designation to FKAQ and emails RO a copy of the funded contract.

45 Days+

STEP 2 - Individual Completes and Sends:

- 700-19
- USFK Training
- Residency Documents

35 Days+

RO Tasks:

- Creates RO letter for Group Signature and Submits to USFK
- Submits RCP and PMO checks to Pass/Reg Office (5 Business days)
- Reviews and signs 700-19
- Creates Letter of Accreditation
- Review USFK Training and Residency Documents
- Q&A with Individuals for updates to 700-19 submittal
- Obtains Contract Funding document

30 Days+

RO Submits 700-19 Package to FKAQ

STEP 1 needs be approved by this point.

10 Business Days+

USFK Reviews 700-19 Package

Q&A with RO

Contract SOFA Registration

5-10 Business Days+

700-19 is approved

For forms, documents, guidance and regulations, please access the FKAQ 700-19 Tool Kit at <http://www.usfk.mil/Organization/AcquisitionManagement,FKAQ.aspx>