

(CONTRACTING OFFICE LETTERHEAD)

(Office Symbol)

(Date)

MEMORANDUM FOR HQ, U.S. Forces Korea (USFK), Assistant Chief of Staff,
Acquisition Management, (FKAQ), Unit #15237, APO AP 96205-5237

SUBJECT: Request for Contractor Designation under U.S.-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. Compliance with the US-ROK SOFA is included in the solicitation's terms and conditions and will be included in the resulting contract.
3. The following information is provided:
 - a. Contracting office name, mailing address, and e-mail address.
 - b. Contracting officer name, e-mail address, DSN, commercial, and FAX number.
 - c. Solicitation number/Contract number.
 - d. Justification for use of non-Korean firm (Cite specific reference from Section 1, paragraph 4.C of USFK Regulation 700-19 and provide supporting justification).

If citing exception (2), submit the DD254 or the contract section including the security requirements (I.E. Level of security clearance required).

If citing exception (3) or (4), the contracting officer must insert in the "justification section" of the SOFA request memo the statement below verifying no Korean firm can perform the work.

(3) When using technical qualification as the justification exception in the SOFA request memo, use this verbiage: "Market research was conducted and no one in Korea is technically qualified to perform this requirement."

(4) When using unavailability of service as the justification exception in the SOFA request memo, use this verbiage: "Market research was conducted and no one in Korea is able to perform this requirement."

- e. Name(s) of firm(s) being solicited OR name of firm awarded the contract and country in which they are incorporated. Also include the US subcontractor(s) information for which SOFA is requested as well.

f. Contract period of performance dates to include all option years and last ordering period. List base and each option start and end date. What option period is currently exercised? [estimate if requirement is in pre-award stage]

g. Identify services to be performed (Detailed description or Performance of Work Statement or Statement of Work supporting justification in 3e).

h. Number of contractor employees (briefly document requirement for each employee). [estimate if pre-award]

(1) Number of U.S. citizen employees.

(2) Number of third-country national employees.

(3) Number of ROK employees.

i. Location(s) of performance in the ROK (include military installation(s)).

j. Is there an Invited Contractor/Technical Representative (IC/TR) Clause in the contract? Please refer to Table B, USFK Reg 700-19 for a sample of the clause. If there is no clause, the contracting officer is required to modify and add the IC/TR clause into the contract. No request for contractor designation will be approved without the IC/TR clause in the contract.

k. Is there a requirement for contractor performance in a contingency in wartime? If yes, indicate the following actions were accomplished by including the answers, below **(FKAQ will not process contract SOFA designation request without completion)**:

(1) Contract contains appropriate wartime/contingency clause and/or statement of work requirements (attach copy of clause/contract requirements)

(2) Wartime/contingency logistics support has been coordinated with sponsoring agency

(3) The number of emergency essential contractors performing in Korea is _____. These contractors will receive NBC training and chemical protective equipment from the sponsoring agency or another source.

(4) Contractors' Major Command during wartime is _____.

l. Name of the USFK Sponsoring Agency/Name of Point of Contact or the Responsible Officer/Telephone Number/Fax Number/E-mail address.

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SIGNATURE BLOCK

CF: Sponsoring Agency in USFK