



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

MEMORANDUM FOR (MAJCOM/CC or MAJCOM/CV or MAJCOM/A5/A8)

FROM: AFPEO/XXXX or SPM

SUBJECT: Coordination of Requirements Document (SRD, TRD, spec, etc.) Accompanying the Request for Proposal (RFP) for the Upcoming *XYZ Program*

The attached requirements document (SRD, TRD, spec, etc.) has been developed for the *XYZ program*. It will be used in conjunction with the RFP for the upcoming *XYZ program* solicitation. This document has been derived from the approved Capability Development Document (CDD) entitled *XXXXX*.

Request your review and coordination of the attached requirements document (SRD, TRD, spec, etc.) to ensure that we have clearly understood your capability requirements and have correctly captured them in the requirements document planned for use in conjunction with our RFP. We need to have your coordination by *XXX(date)* so that we can release a final RFP and keep the program on schedule.

In addition to the requirements document we have also attached the following background material (*list background material*). This material is provided to help you understand the traceability of requirements from your approved CDD to the requirements document used in conjunction with the RFP

This is a critical step to ensure we are correctly communicating to potential offerors the requirements that need to be met in order to deliver the capability you desire. If you have any questions or need additional information to help complete this coordination please contact me at *XXX-XXXX*.

AFPEO or SPM Signature Block

Attachments:

1. *XYZ Program Requirements Document (SRD, TRD, spec, etc.)*
2. *ABC Background Material*
3. *EFG Additional Background Material*