ATTACHMENT 3 TO APPENDIX B TO PARt 247—Sample Memorandum for Selecting Official

SUBJECT: Evaluation of Proposals

RFP No. ____________________________

1. All proposals received in response to subject RFP have been evaluated by the Source Selection Advisory Committee (SSAC). The results and comments are listed below.

a. Offeror’s proposals were rated as follows:

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b. Summary Narrative Comments.

(This section of the report shall be a summary of the individual strengths and weaknesses in each proposal, along with any deficiencies that are susceptible to being cured through written or oral discussions with the offeror, as noted by the SSC evaluators. This summary should be supported by detailed narratives contained on the individual evaluator’s worksheets.)

2. Recommendation.

Chairperson, SSAC

APPENDIX C TO PART 247—Mailing of DoD Newspapers, Magazines, CE Guides, and Installation Maps; Sales and Distribution of Non-DoD Publications

A. Policy. It is DoD policy that mailing costs shall be kept at a minimum consistent with timeliness and applicable postal regulations. (See DoD Instruction 4525.71 and DoD 4525.8-M.) \(^2\) Responsible officials shall consult with appropriate postal authorities to obtain resolution of specific problems.

B. Definition. DoD appropriated fund postage includes all means of paying postage using funds appropriated for the Department of Defense. These means include meter imprints and stamps, permit imprints, postage stamps, and other means authorized by the U.S. Postal Service.

C. Use of appropriated fund postage.

1. DoD appropriated fund postage shall be used only for:

a. Mailing copies to satisfy mandatory distribution requirements.

b. Mailing copies to other public affairs offices for administrative purposes.

c. Mailing copies to headquarters in the chain of command.

d. Bulk mailings of DoD newspapers and magazines to subordinate units for distribution to members of the units.

The results and comments are listed below.

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2. Recommendation.

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2. Recommendation.

Chairperson, SSAC
commands in accordance with DoD Directive 1325.6. Such publications shall not be distributed through official channels. These publications may be made available through subscription paid for by the recipient or placed in specific general use areas designated by the commander, such as the foyers of open messes or exchanges. They will be placed only in stands or racks provided by the responsible publisher. The responsible publisher will maintain the stand or rack to present a neat and orderly appearance. Subscriptions paid for by a recipient may be home-delivered by the commercial distributor in installation residential areas.

APPENDIX D TO PART 247—AFIS PRINT MEDIA DIRECTORATE

A. General. The Print Media Directorate (PMD), an element of AFIS, develops, publishes, and distributes a variety of print media products that support DoD-wide programs and policies for targeted audiences throughout the DoD community. Products include the following:

1. American Forces Press Service, news and feature articles, photographs, and art targeted principally to editors of DoD newspapers.
2. DEFENSE magazine, a bimonthly magazine featuring articles authored by senior military and civilian officials on DoD programs and policies. An annual almanac edition highlights DoD's organization and statistical information.
3. Defense Billboard, a monthly poster featuring topics of particular interest to junior Military Service members, but applicable to general DoD audiences.
4. Pamphlets, booklets, and other posters covering a variety of joint interest information topics.
5. PMD posts the Press Service on Military Service computer bulletin boards and internet world wide web sites. PAOs and editors may download text and art in a form readily usable for word processing or desktop publishing. All other PMD publications should be requisitioned through the Military Service's or organization's publications distribution system.
6. Additional information may be obtained on the internet using the AFIS Uniform Resource Locator: http://www.dtic.mil/defenseinfo/afis/.

B. Use of materials published by print media directorate. With the exception of copyrighted matter, all materials published by PMD may be reproduced or adapted for use by DoD newspaper and magazine editors as appropriate. When PMD material is edited or revised, accuracy and conformance to DoD policy and accepted standards of good taste will be maintained. Due to the policy-oriented nature of DEFENSE magazine contents, particular care shall be taken to preserve the original context, tone, and meaning of any material adapted, revised, or edited from this publication.

C. Eligible activities. The following activities are eligible to receive the above listed PMD products:
1. All authorized DoD newspapers and magazines.
3. Proponent offices of DoD periodicals published by the DoD Components.
5. Isolated commands and detachments at which DoD newspapers are not readily available.

APPENDIX E TO PART 247—DOD COMMAND NEWSPAPER AND MAGAZINE REVIEW SYSTEM

A. Purpose. The purpose of the DoD command newspaper and magazine review system is to assist commanders in establishing and maintaining cost-effective internal communications essential to mission accomplishment. The system also enables internal information managers to assess the cost and effective use of resources devoted to command newspapers and to provide requested reports.

B. Policy. DoD newspapers and magazines shall be reviewed and reported biennially. The review process is not intended to replace day-to-day quality assurance procedures or established critique programs.

C. Review criteria. Each newspaper and magazine shall be evaluated on the basis of mission essentiality, communication effectiveness, cost-effectiveness, and compliance with applicable regulations.

D. Reporting requirements.
1. The DoD Components (less the Military Departments) shall forward, by January 31 of each even numbered year, the information indicated at attachment 1 to this appendix for each newspaper published to: Director, American Forces Information Service, ATTN: Print Media Plans and Policy, 601 North Fairfax Street, Alexandria, VA 22314–2007.
2. No later than April 15 of each even-numbered year, the Secretary (or designee) of each Military Department shall forward to the address above a report of the Military Department’s review of newspapers and magazines. This report shall include summary data on total number of newspapers and magazines, along with a listing of the information indicated at attachment 1 to this appendix.

Footnote 3 See footnote 1 to section A. of this appendix.