

STAFF SUMMARY SHEET

	TO	ACTION	SIGNATURE (<i>Surname</i>), GRADE AND DATE		TO	ACTION	SIGNATURE (<i>Surname</i>), GRADE AND DATE
1	354 FSS/ CCS	Log In	Click to sign	6	354 MSG/ CCE	Coord	Click to sign
2	354 FSS/ DD	Coord	Click to sign	7	354 MSG/ CCS	Coord	Click to sign
3	354 FSS/ CC	Approve	Click to sign	8	354 MSG/ CD	Coord	Click to sign
4	354 FSS/ CCS	Log Out	Click to sign	9	354 MSG/ CC	Approve	Click to sign
5	354 MSG/ CCK	Log In	Click to sign	10	354 MSG/ CCK	Log Out	Click to sign

SURNAME OF ACTION OFFICER AND GRADE	SYMBOL	PHONE	TYPIST'S INITIALS	SUSPENSE DATE
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SUBJECT	DATE
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SUMMARY

- PURPOSE:** Briefly explain purpose of staff package.
- BACKGROUND:** Explain the issue at hand, hitting only the high points and painting a clear picture of the package's purpose. Do not intentionally leave out pertinent information, but do not provide a word-for-word copy of all text included in the package.
- VIEWS OF OTHERS:** Explain the potential and/or validated concerns of other units and/or external agencies, such as PACAF, sister services, or agencies outside the wing. If no other views exist, list "none."
- OPTIONS:** Briefly summarize all possible options, if they exist followed by the PROs and CONs, and the impact and/or results of each option. Ensure you include the option recommended in the next paragraph.

FIRST M. LAST, Rank, USAF
Duty Title, Squadron

- Tabs:
- Title of tab to sign
 - Title of supporting document

***Note:**

- Document being signed is always Tab 1
- Action Officer must wet sign the package
- Include highlighted excerpts from regs/instructions you cite in the SSS or memo. If seeking approval for an updated or changed policy letter, instruction document etc., please include a summary of changes.
- Please reference the Tongue and Quill, pages 219-223.