

STAFF SUMMARY SHEET

	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE		TO	ACTION	SIGNATURE (Surname), GRADE AND DATE
1	AFLCMC/ HBX	LOG-IN		6			
2	AFLCMC/ HBE	COORD		7			
3	AFLCMC/ Deputy	COORD		8			
4	AFPEO/ BM	Sign		9			
5	AFLCMC/ HBX	LOG-OUT		10			

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

SUBJECT	DATE
---------	------

SUMMARY

- PURPOSE:** Succinctly state your purpose (1-2 lines max)!
- BACKGROUND:** Briefly summarize why you're submitting this package, what important info must be understood in order to act on this package, etc. The background section should be limited to 1 to 2 paragraphs max. Remember, this paragraph is where you summarize background info--attach tabs to the SSS with all the gory details!
- RECOMMENDATION:** State in one sentence what you want AFPEO to do with this package (sign at Tab 1, FYI, Approve by signing SSS, etc)!

Signature, NH-IV, DAF
 Chief, Airborne Warning and Control System Division
 Battle Management Directorate
 DSN

2 Tabs
 1. Title
 2. Title

NOTE: Please include all pertinent tabs and reference them in the "Background" section of the SSS. Remember, the staff summary package should stand on it's own.