# **Summary Report**

#### Company Name

	To	Action	Signature (Surn	ame), Grade, Date		То	Action	Signature (Surname), Grade, Date
1	XPM	Coord			-6-	CE	Coord	(only if ktr uses gov't bidg space)
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3	JA	Coord			8	CC or CV Approve	(If over \$50,000)	
Grade and Surname of Action Officer Symbol			Symbol	Phone			Suspense Date	
	bject cgulrem	ents Packi	SSS Date					

#### Summary

- Justification for contractor support, including unfunded category in accordance with the definitions (Mission Critical, Mission Essential, or Quality of Life) and prioritized along with other unit/directorate unfunded requirements.
- The type of workload the contractor will accomplish.
- How the work is being done today.
- The impact if not approved and funded.
- Under what contract this support is being requested.
- The source of funding to cover the costs of the proposal.
- Anticipated timeframe support is required. Requests exceeding one year, if warranted, should be staffed for approval in order to reduce future annual reviews.
- The office space required by the contractor. Include one of the following statements in the staff summary sheet:
  - Contractor employees do not require and will not occupy government office space.
  - Contractor employees require and will occupy existing office space within Bldg X. In this
    case, HQ AFSOC/CE coordination and HQ AFSOC/DS approval is required prior to submitting
    the A&AS contractor support request.

#### Signed:

#### Tabs

- Determination Decision Document (if A&AS)
- Statement of Work
- Independent Government Cost Estimate
- AF Form 9
- Contract Security Classification (DD254)
- Nomination of Contract Representative
- Sole Source Letter (if follow-on)
- Past Performance Evaluation (if follow-on)

# **Summary In Report Writing**

**Grant Milnor Hyde** 

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Report Writing Skills Training Course - How to Write a Report and Executive Summary, and Plan, Design and Present Your Report - An Easy Format for Writing Business Reports , Essentials of Assessment Report Writing W. Joel Schneider, Elizabeth O. Lichtenberger, Nancy Mather, Nadeen L. Kaufman, 2018-09-19 The bestselling guide to reporting writing updated and reworked for today's practice Essentials of Assessment Report Writing offers effective solutions to the creation of reader friendly yet targeted psychological and educational assessment reports Parents clinicians clients and other readers need more than test by test descriptions they need an accessible analysis of the entire situation to determine their next steps This book provides clear guidance for busy practitioners seeking ways to improve their report writing skills With a focus on current practice this new second edition covers DSM 5 updates and the latest assessment instruments including the WJ IV WISC V WAIS IV KTEA 3 and the CAS2 New discussion includes advice on tailoring the report to the audience and annotated case reports provide illustrative models of effective report styles interpretation and analysis Key concepts are highlighted for quick reference throughout and end of chapter questions help reinforce understanding Reporting styles vary widely within the field in both content and style there is no definitive standard but many reports fail to reflect best practices and therefore prove less than useful to the reader This book provides expert guidance throughout the reporting process to help practitioners provide high quality accessible reports Integrate assessment results to provide a person centered report Identify and navigate critical decision points in the interpretive process Write efficiently yet effectively while enhancing the reader's experience Provide an accurate informative and readable assessment report Incorporate practical recommendations to address the referral concerns Expertly conducted assessments should culminate with a carefully constructed analysis that provides direction via clear communication Because this report will be used to inform treatment intervention and ultimately the client's quality of life it is critical that it provides clear informative guidance in a way that readers can understand Essentials of Assessment Report Writing provides comprehensive guidelines for navigating through the report writing **Reports Writing Guide**, Business Reports Writing Guide, **Report Writing Skills Training Course.** process How to Write a Report and Executive Summary, and Plan, Design and Present Your Report. an Easy Format for Writi Margaret Greenhall, 2010 Chapter 1 What makes an excellent report Chapter 2 Planning and Resources for your Report Chapter 3 Organizing your Report Chapter 4 Presentation of the Report Chapter 5 The finishing touches How to Write Reports and Proposals Diane Lutovich, Janis Fisher Chan, 1998 The Complete Idiot's Guide to Project Management with Microsoft Project 2003 Ron Black, 2005-01-04 The Complete Idiot's Guide to Project Management with Microsoft Project 2003provides the perfect and complete solution Instead of just focusing on how to use the software this title teaches readers the concepts of formal project management then shows them how to use the most popular project management software to work through their goals objectives task lists phases tasks milestones charts and summaries

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18 Oral Presentations now focuses on PowerPoint The theory of oral reports is expanded to include recent criticisms of PowerPoint presentations and advice on creating effective presentations Appendixes include A Brief Handbook Appendix A focusing on the sentence punctuation and mechanics issues most relevant to technical writing and Documenting Sources Appendix B covering the most up to date APA and MLA methods for documenting print and electronic sources The text specific instructor web site features such resources as sample syllabi a transition guide an assessment guide and chapter by chapter teaching suggestions The student site offers additional student samples including web sites built by their peers cha

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