[Insert Date]

MEMORANDUM FOR: Air Force Furnishings Commodities Council - Office Seating Program
Blanket Purchase Agreements FA4452-11-A-0009, FA4452-11-A-0010,
FA4452-11-A-0011, FA4452-11-A-0012, and FA4452-11-A-0014

FROM: *[Insert Requesting Activity for Waiver - Command, Organization, Base, and Location]*

SUBJECT: Waiver Request for Office Seating

1. ITEM EVALUATED:

Manufacturer: Quantity: Unit Price:

Product Link: *[Enter Website Link Here]*

2. JUSTIFICATION FOR WAIVER REQUEST:

A waiver must fully explain the reason(s) for submitting a request to purchase chairs outside of the mandatory use AF FCC Office Seating Program. There must be a justification validated by supporting documents, such as a Statement of Work (SOW), market research, and/or cost/benefit analysis. Prior to submitting a waiver request, you must prove the BPA vendors cannot meet your seating requirements by submitting a Request for Quote (RFQ) in AF Advantage. The AF FCC Council will return incomplete waiver packages, as well as waiver requests for chair types available within the program. Chairs purchased outside of the AF FCC Office Seating Program prior to receiving a waiver approval is a violation of the mandatory use policy dated 29 Sep 2011. Therefore, waiver requests submitted after a BPA order/GPC purchase has been finalized will not be reviewed, or approved, retroactively. The Seating Program Ordering Guide and other helpful documents can be found on the AFICA Launch Pad, under the Office Seating Program link at: https://cs.eis.af.mil/sites/10074/afcc/afica/sslp/sslp.aspx

3. REQUEST TYPE:

Request to Purchase/Procure office chair(s) Select One the AF Office Seating program;

from a vendor Select One the AF Office Seating program.

***Sumit waiver requests to:** AFICA.Office.Seating@us.af.mil

4. The **Point of Contact** for this request is *[Insert Name]*

[Insert Title] *[Insert Phone #]*

[Insert Email Address]

5. The waiver request **must be signed** by a Commander/Director.

Requesting Activity Commander/Director's Digital Signature

Requesting Activity Commander/Director's Name: Last, First MI Rank/Grade

Requesting Activity Commander/Director's Title

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6. EVALUATION SUMMARY: For your records, waiver is Select One

Commodity Council Director's Digital Signature

Bigler, Richard J. NH-04

Director's Name: Last, First MI Rank/Grade

Strategic Sourcing Flight Chief - Commodities Flight AFICA

Commodity Council Director Title