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### AFMC PGI 5333.102-90 General

(a) The SCO should assign a POC as a protest focal point to receive notifications of new protests. Centers should provide the name, email address and phone number for each assigned protest focal point to the [AFMC/PKQ workflow](mailto:HQAFMCPK.PKQ.Workflow@us.af.mil). HQ AFMC/PKQ is responsible for maintaining the [AFMC Protest Focal Points](https://usaf.dps.mil/teams/PK-Central/AFCC/afmc_pk_mp_ig/POCs/Lists/Master_POC_List/Protest.aspx) list. Immediately upon receipt of a protest, the contracting officer (CO) should provide a copy of the protest to the protest focal point and supporting legal office along with the following information:

(1) Date protest received

(2) Protest type (agency or GAO – before award or after award)

(3) Protestor name and address

(4) Solicitation number and number of offerors or potential offerors

(5) Contract number (if applicable)

(6) Contractor name (if applicable)

(7) Contracting method and type

(8) Amount or estimated amount of acquisition

(9) Buyer/contracting officer name, phone and office

(10) Description of item (including NSN), service, or program name

(11) Summary of protest/issues

(12) Legal liaison assigned to protest

(b) The protest focal point should work with the contracting activity and review the protest file (e.g. for protests to the agency, the contracting officer Statement of Facts (COS) and the decision letter for the resolution authority’s signature; and for protest to GAO, the agency report). All protest files should be coordinated through the protest focal point and supporting legal office.