



UNITED STATES TRANSPORTATION COMMAND
SCOTT AIR FORCE BASE, ILLINOIS 62225-5357

15 FEB 2011

MEMORANDUM FOR TCSG STAFF

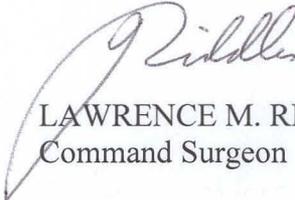
SUBJECT: Request for Information (RFI) Process, Effective 8 February 2011

1. In order to track responses, eliminate duplicate workload, and prioritize tasks, the attached flowchart will be utilized to process requests for information (RFIs) from organizations external to USTRANSCOM. All requests must be submitted in writing either in an email or Word document and sent to the group box ustc-ddoccmdsurgeon@ustranscom.mil. The following information should be clearly stated:

- a. Who (individual, organization, office symbol, etc.) is requesting the information or data?
- b. What will the information be used for?
- c. Who will it be released to?
- d. What is the suspense date?

2. Once the request is received, the Fusion Center Medical Operations Cell will create a TMT, forward the request to the appropriate SME to research and formulate an answer, and track the progress.

3. My point of contact for this issue is MAJ Scott Frazier, DSN 770-7686 or Commercial 618-220-7686.



LAWRENCE M. RIDDLES, Colonel, USAF, MC, CFS
Command Surgeon

1. Attachment
USTC SG – RFI Process

USTC SG - RFI Process

