**Instructions for using the SAR and Company Profile Templates**

1. Open the MS Word version of the SAR or Company Profile Template.
2. Replace the generic information in header with your company’s logo and current information.
3. Edit title page of each Element showing the contents you intend to submit for each Element, then save document.
4. After all updates to SAR Template have been saved, save word document as an Adobe PDF file.

**Preparation for building a SAR Package**

1. Create new folder titled “Template Folder.”
2. Create new folders in Template Folder titled “SAR” and “Company Profile.”
3. Next, create sub-folders for each Element as shown in Table 1.
4. Scan all relevant documents needed to support each Element and save as PDF file or series of PDF files. Name each file with descriptive title.

**Building PDF Package for Submittal**

1. Open Adobe PDF version of SAR or Company Profile Template.
2. Open thumbnails and select the element being worked on.
3. Insert the relevant documentation supporting each element by using the “Insert from File” function. In the “Select File to Insert screen”, navigate to the Desktop folder “Template Folder” and open the relevant sub-folder. Select the files to be inserted. Now select “Open”, then in the “Insert Pages” dialog window select OK to insert pages after Page number shown.
4. Now select the Document menu tab to return to the main document. Navigate to the title page for the next Element and repeat Steps 2 and 3 for each Element that remains.
5. For any element of SARs that do not apply, include a statement to that effect or a waiver from the ESA if applicable.
6. After all documentation has been inserted, save file.

Questions may be sent to AFLCMC.LPE.SourceEvalTeam@us.af.mil