



DEPARTMENT OF THE AIR FORCE
AIR FORCE RESEARCH LABORATORY
WRIGHT-PATTERSON AIR FORCE BASE OHIO

8 December 2020

MEMORANDUM FOR DISTRIBUTION

FROM: AFRL/PK

SUBJECT: Policy Reminder for AFRL Prime Contractors: Contracting Officer Authority

REFERENCE: FAR 1.602 "Contracting Officers"

1. In response to the COVID-19 pandemic, the AFRL contractor and acquisition workforce has continued to meet our critical mission through innovation, adoption of new business processes and a shift to virtual work environments. As we continue to operate in this posture for the foreseeable future, and as we move into the holiday season, I would like to remind AFRL Prime Contractors of the unique authority granted to Contracting Officers under FAR 1.602.
2. Only a warranted Contracting Officer (CO) has authority to enter into, administer, or terminate contracts. No other government personnel have the authority to make any commitments or changes that affect price, quality, quantity, delivery, or other terms and conditions of the contract nor in any way direct the contractor or its subcontractors to operate in conflict with the contract terms, conditions and Statement of Work.
3. As we strive to meet aggressive program timelines and goals during a time of increased telework, it is important to remember the proper flow of authorities for contract actions. If you receive direction from unauthorized personnel, or have any questions regarding whether any direction you receive is properly authorized, please contact your assigned CO.
4. It is requested that you distribute this letter to all applicable subcontractors.
5. To ensure successful distribution of this letter, please respond with acknowledgement of receipt.
6. In closing, I would like to extend my appreciation as you continue to support the AFRL mission of discovering, developing and delivering warfighting technologies for our air, space and cyberspace forces.

ROSALIND R HARPER, DO-IV, DAF
Director of Contracting