DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

Office of the Assistant Secretary

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Contracting Policy Memo 04-C-02

MEMORANDUM FOR ALMAJCOM/FOA/DRU (CONTRACTING)

FROM: SAF/AQC
1060 Air Force Pentagon
Washington DC 20330-1060

SUBJECT: Advance Coordination and Approval of Government Provided Services and Base Support for Contractors at Overseas Locations

Several overseas Air Force installations have recently been faced with unplanned requirements to provide base support for contractor personnel because stateside contracting organizations included contract provisions to provide such support, e.g. commissary and exchange privileges, medical treatment, etc. In these cases, no advance coordination with the installation or approval by the installation commander was obtained prior to contract award. As a result, unplanned and unnecessary cost burdens were placed on the installations.

DFARS 225.802-70, Contracts for Performance Outside the United States and Canada, requires contracting organizations to coordinate in advance with the Contract Administration Office (CAO) and obtain required approvals for performance of the contract. In most cases, the CAO will be the local contracting squadron/organization or cognizant DCMA office.

Advance communication with the CAO is essential to ensure the installation can provide the requested support and to ensure compliance with host/tenant support agreements and Status of Forces Agreements, as applicable. Stateside Contracting Officers should obtain a point of contact at the overseas installation who can help facilitate coordination and approval of logistics and base support requirements. All coordination and approvals should be obtained prior to solicitation release and <u>must</u> be obtained prior to contract award. Further, government provided services and base support must be clearly spelled out in the contract. Failure to coordinate and obtain necessary approvals in advance will most likely result in denial of requested support and may necessitate a contract modification for an equitable adjustment. Changes to the AFFARS that will implement clear and compelling coordination requirements are forthcoming.

Please direct any questions to Lt Col Rich Unis, SAF/AQCP, DSN 425-7030 or (703) 588-7030.

CHARLIE E. WILLIAMS, JR.
Deputy Assistant Secretary (Contracting)
Assistant Secretary (Acquisition)