



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

31 March 2020

Contract Policy Memo 20-C-01

MEMORANDUM FOR ALMAJCOM/FOA/DRU (CONTRACTING)

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

SUBJECT: COVID-19 HCA Delegations – UCA Exceptions (DFARS 217.7404-5(b)) and Authority to make Determinations of Contract Actions in Support of COVID-19

In accordance with DFARS 217.7404-5(b), the head of an agency (HoA) may waive the limitations in 217.7404(a), 217.7404-2, 217.7404-3, and 217.7404-4 for undefinitized contract actions (UCAs) if the HoA determines that the waiver is necessary to support—(1) A contingency operation; or (2) A humanitarian or peacekeeping operation. This authority has been delegated to the Head of the Contracting Activity (HCA) (See CPM 19-C-11). As the HCA, I further delegate this authority to the Senior Contracting Official (SCO) for UCAs in response to the COVID-19 national emergency. This authority may be redelegated.

In addition, Contracting Officers or GPC Level 4 designees are authorized to make the determinations outlined in AFFARS MP5301.601(a)(i) Head of the Contracting Activity (HCA) Matrix Item #58 for actions that are in response to the COVID-19 national emergency.

These delegations are effectively immediately until incorporated into the AFFARS or otherwise rescinded. Please direct any questions to Karen Stevens, SAF/AQCP, (571) 256-2382 or DSN 260-2382.

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Deputy Assistant Secretary (Contracting)
Assistant Secretary of the Air Force (Acquisition,
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