



DEPARTMENT OF THE AIR FORCE  
HQ WARNER ROBINS AIR LOGISTICS CENTER (AFMC)  
ROBINS AIR FORCE BASE GEORGIA

4 SEP 1997

MEMORANDUM FOR SEE DISTRIBUTION

FROM: WR-ALC/PK

SUBJECT: Manpower Support Contractor Attendance at Air Force Events/Meetings

1. The recent changes in Air Force budgets have resulted in the increased use of contractor manpower in our program offices with government and contractor personnel typically collocated while carrying out their respective duties. While these working arrangements are beneficial to both parties, we must be mindful of two very clear principles which govern the relationship between government and contractor personnel. The first is that the Federal Acquisition Regulation (FAR) requires that contractors execute their work so that they neither appear to be government employees nor appear to be supervised by government employees. The second is that as Federal employees we have a fiduciary responsibility to ensure we receive a full measure of work in exchange for each dollar paid to a contractor. The application of these principles can become confusing in the current environment in which "partnering with contractors" is encouraged. When activities such as directors' calls and team-building sessions are held, our managers will likely be asked to make decisions regarding contractor attendance. The following guidelines are provided as a framework to help our managers make decisions concerning contractor attendance:

- a. It is appropriate for contractors to attend (in duty status) official Air Force meetings or events held in the workplace, which are specifically related to the contractor's responsibilities under contract, unless those meetings are restricted to government personnel only. An example would be a contractor meeting with a government QAE/FAE as required by a manpower support surveillance plan included in the contract.
- b. It is appropriate for contractors to attend (in duty status) official Air Force meetings or events held in the workplace, which are not specifically related to the contractor's responsibilities under contract, but are of such a nature that contractor attendance is required to ensure successful contract performance. An example would be a product director's meeting regarding revised procedures for contract data requirements.
- c. It is appropriate for contractors to attend (in duty status) official Air Force meetings or events held away from the workplace, either on or off Robins AFB, which are not specifically related to the contractor's responsibilities under contract, but are of such a nature that contractor attendance is required to ensure successful contractor performance. An example would be an Air Force-wide technical meeting held on the base or at a community facility in support of a specific weapon system.

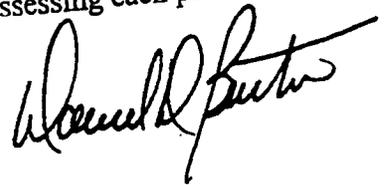
70-41 Atch 98-2M (FAR 37.103)

Post to FAR 37.103 by circling the reference and noting in the margin: "See 70-41, Atch 98-2M filed at FAR 37." Then file the atch behind the sups to FAR 37.

d. It is appropriate for contractors to attend (in duty status) those events held in the workplace which are social in nature but are typically of short duration such as birthday, anniversary, or retirement receptions.

e. It is not appropriate for contractors to attend (in duty status) events which are held away from the workplace which are determined to be of a social and/or recreational nature. In such instances, contractor personnel may be extended invitations; however, it should be clear that their attendance is at the discretion of their management and attendees are not in duty status. An example would be an afternoon of softball following a picnic lunch. Note that in this example, contractor attendance at the luncheon segment is considered appropriate.

2. The above guidance is provided in an attempt to maintain consistency across all of our product directorates. The circumstances described are generalized and will likely not address every specific instance which may arise. Supervisors should keep in mind the two major principles referenced above and must exercise sound judgment in assessing each particular circumstance.



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