



DATE

CUSTOMER MEMORANDUM ATTACHMENT 1.3 - TPOC DESIGNATION LETTER

MEMORANDUM FOR:

ATTENTION:

FROM: AFRL/RGK

711 E Monument Street
Dayton OH 45402

SUBJECT: Designation of AFWERX Technical Point of Contact (TPOC) Duties for Proposal
, entitled

REFERENCE: Federal Acquisition Regulations (FAR) 2.101, Definitions Defense Federal Acquisition
Regulations Supplement (DFARS) Part 201.602-2, Responsibilities

- 1.** IAW the above references, you are hereby designated the Technical Point of Contact (TPOC) for the subject proposal. **A contract number will be designated upon award.** You will be designated by name in the contract, when awarded, as the TPOC. If for any reason the proposal is determined non-awardable, the AFRL/RGK Contracting Officer (CO) will provide notification.
- 2. You are not authorized to discuss performance or any other matter related to the proposed effort until contract execution (i.e. award) is complete.** Award notice will include appropriate POCs, including the CO, for award administration. The AFWERX Phase 2 Program Manager (PM) for this activity is Maj Justin Carl. Please use the p2@afwerx.af.mil for all PM-related correspondence.
- 3.** As the designated TPOC, it is your responsibility to monitor the contractor's performance to ensure successful contract completion, including timely contract deliverable submission up to and including the final technical report. Specifically, you will be responsible for the following:
 - a.** Monitor cost, technical, and schedule performance to identify and promptly inform the Phase 2 PM and CO of marginal or unsatisfactory performance; contractor's failure to meet delivery schedules; or any non-compliance with contract requirements. As the TPOC, you are not authorized to make commitments or changes affecting price, quality, quantity, delivery schedule/period of performance, scope of work, place of performance, or other terms and conditions of the contract/award, and may be personally liable for unauthorized acts. The CO is the only individual authorized to obligate Government funds or execute contract changes.



- b.** Ensure contractor personnel performing on-site at Government facilities are briefed by responsible and knowledgeable persons, (e.g. the TPOC or facility leadership) on all required training, which may include security, emergency management, or accountability procedures.
 - c.** Receive and accept contract deliverables to ensure timely payment is made to the contractor after acceptance.
 - d.** Maintain close liaison with the identified Phase 2 PM and CO, as well as the Administrative CO, if other than AFRL/RGK.
 - e.** Work with the contractor, installation, and other local Government organizations to gain required approvals/waivers and/or resolve execution issues including but not limited to security requirements, (e.g. CACs, DD254 coordination), program protection compliance, cybersecurity compliance, flight testing, unmanned aerial systems (UAS) regulations, and safety measures, when required. Coordinate these actions with the Phase 2 PM using p2@afwerx.af.mil.
 - f.** Maintain records, including a copy of the contract and all modifications, unless available electronically; TPOC designation memorandum (this document); correspondence with the contractor; correspondence with the Contracting Officer; records of inspection activities and results; and all other documented actions taken as the TPOC. This information must be made available to the CO upon request. Contact the CO with any documentation questions.
 - g.** If unable to perform the assigned TPOC duties, you are responsible for identifying a replacement TPOC. Notify the PM immediately to initiate the transition process. Replacement TPOCs must acknowledge their assumed responsibilities by signing a new version of this memorandum. Your role as TPOC expires upon official re-designation. At that time, you must ensure all documentation is provided to the newly-designated TPOC. During contract performance:
 - Do not discuss acquisition plans/strategies or provide advance information with potential to give one contractor an advantage over another in forthcoming procurements.
 - Do not instruct the contractor on how to perform but rather of the contract/award's requirements.
 - Do not participate in the contractor hiring/termination processes.
- 4.** It is essential you maintain a well-documented project folder/R&D case file. Each contract/order memorandum for record, other similar records, and other correspondence shall cite the contract number/order number. Copies of documentation and correspondence shall be furnished to the CO and others at the CO's request. Strictly adhere to restrictions regarding contractor proprietary data and business sensitive information. Contracting personnel are available for advice and guidance regarding fulfillment of contract terms.
- 5.** You are required to complete on-line training modules. If the courses have been completed or annual recertification is current, the requirements are met. Training-related questions, completion certificates, or signed memorandum of completion should be sent to p2@afwerx.af.mil.

Required courses:

- AFWERX specific TPOC training available on-line
- Additional training based on activities and regulatory requirements outlined in the contract



Optional courses:

- ACQ 1010 Fundamentals of Systems Acquisition Management (8 hrs) or ACQ101 - Defense Acquisition University, <https://www.dau.edu>
- CLC 106 Contracting Officer's Representative with a Mission Focus (3 hrs) - Defense Acquisition University, <https://www.dau.edu>
- CLC 011 Contracting for the Rest of Us (2 hrs) - Defense Acquisition University, <https://www.dau.edu>

- 6.** Standards of Conduct and Conflicts of Interest. You are reminded that Government employment, as a public trust, requires DoD personnel to place loyalty to the country, ethical principles, and law above private gain and other interests. You must comply with DOD 5500.7-R, Joint Ethics Regulation. As a TPOC, you shall read and understand FAR 3.2, Contractor Gratuities to Government Personnel, to ensure official responsibilities are performed without actions which might result in, or reasonably be expected to create the appearance of, conduct prejudicial to the Government. You are required to avoid being placed in positions from which conflicts of interest might arise or justifiably be suspected. You are reminded the FAR and DFARS includes direction relating to gratuities. This direction applies not only to you but also to your family members. You are cautioned if any Standards of Conduct are violated, you will be subject to the full range of statutory and regulatory sanctions.
- 7.** By signing this memorandum, you acknowledge you understand, accept, and will abide by the full terms and conditions documented above.

TPOC (FIRST MI LAST, RANK/GRADE, USAF)

↓ **NOTE: A CAC-enabled, digital signature is required.**



FORM INSTRUCTIONS FOR OPEN TOPIC TPOC DESIGNATION LETTER

NOTE: The Technical Point of Contact (TPOC) Designation Letter is mandatory; all elements **MUST** be complete and signed by the TPOC after Small Businesses and TPOCs are notified of award selection. Save the signed letter as a PDF, and rename the file "Proposal#_TPOC Name" (i.e., F21234_TSgt John Smith) and email to p2@afwerx.af.mil.

MEMORANDUM FOR:

TPOC Organization/Office Symbol

ATTENTION:

TPOC Rank/Grade and Name

SUBJECT: PROPOSAL NUMBER AND PROPOSAL TITLE

Proposal Number and Title can be found in the selection notification email

SECTION 5: REQUIRED COURSES

Training is not due until 30 days after award selection. Upon completion, email p2@afwerx.af.mil. TPOCs associated with proposals that require additional regulatory compliance will be notified of applicable training.

SECTION 7: TPOC SIGNATURE

A digital signature is required