

## Subpart 42.4 - Correspondence and Visits

**Parent topic:** [Part 42 - Contract Administration and Audit Services](#)

### 42.401 Contract correspondence.

(a) The *contracting officer* (or other *contracting* agency personnel) normally *shall* (1) forward correspondence relating to assigned contract administration functions through the cognizant *contract administration office* (CAO) to the contractor, and (2) provide a copy for the CAO's file. When urgency requires sending such correspondence directly to the contractor, a copy *shall* be sent concurrently to the CAO.

(b) The CAO *shall* send the *contracting office* a copy of pertinent correspondence conducted between the CAO and the contractor.

### 42.402 Visits to contractors' facilities.

(a) Government personnel planning to visit a contractor's facility in connection with one or more Government contracts *shall* provide the cognizant CAO with the following information, sufficiently in advance to permit the CAO to make necessary arrangements. Such notification is for the purpose of eliminating duplicative reviews, requests, investigations, and audits relating to the contract administration functions in [subpart 42.3](#) delegated to CAO's and *shall*, as a minimum, include the following (see also paragraph (b) of this section):

- (1) Visitors' names, official positions, and security clearances.
- (2) Date and duration of visit.
- (3) Name and address of contractor and personnel to be contacted.
- (4) Contract number, program involved, and purpose of visit.
- (5) If desired, visitors to a contractor's plant *may* request that a representative of the CAO accompany them. In any event, the CAO has final authority to decide whether a representative *shall* accompany a visitor.

(b) If the visit will result in reviewing, auditing, or obtaining any information from the contractor relating to contract administration functions, the prospective visitor *shall* identify the information in sufficient detail so as to permit the CAO, after consultation with the contractor and the cognizant audit office, to determine whether such information, adequate to fulfill the requirement, has recently been reviewed by or is available within the Government. If so, the CAO will discourage the visit and refer the prospective visitor to the Government office where such information is located. Where the office is the CAO, such information will be immediately forwarded or otherwise made available to the requestor.

(c) Visitors *shall* fully inform the CAO of any agreements reached with the contractor or other results

of the visit that *may* affect the CAO.

## **42.403 Evaluation of contract administration offices.**

Onsite *inspections* or evaluations of the performance of the assigned functions of a *contract administration office shall* be accomplished only by or under the direction of the agency of which that office is a part.