

# 5303.705 Procedures

(a) The contracting officer must forward the facts concerning a final conviction, to include a copy of the conviction, to the SCO within 10 calendar days after the contracting activity learns of the conviction. Also, within 30 calendar days, the contracting officer must send notification containing the same elements to the servicing Staff Judge Advocate, who will forward to the Department of Justice Civil Division through AF/JACQ and SAF/GCR, to inform them that action is being considered under this subpart. (See the tailorable [Notice of Proposed Contract Rescission Action\(s\) template](#)).

**Parent topic:** [Subpart 5303.7 - VOIDING AND RESCINDING CONTRACTS](#)