

DEPARTMENT OF THE AIR FORCE
SHADOW MOSES AIR FIELD, ALASKA

MEMORANDUM FOR: Maj Emma Emmerich, Contracting Officer, 713 CONS
THROUGH: Lt Col Helena Dolph Jackson, Commander and COCO, 713 CONS
FROM: Lt Col Mei Ling, Commander, 713th Civil Engineer Squadron
DATE: 23 August 2027
SUBJECT: Campbell Hall Office 214 unauthorized commitment

Circumstances

On 11 August 2027 Colonel Campbell sent an operational request to replacement COR 1st Lt Jack 'Raiden.' Raiden forwarded the request to Peace Walker, received a \$32,000 field proposal, signed it as Government approval, and directed performance before separate paperwork. His written designation allowed surveillance and limited administration but withheld authority to change price, scope, schedule, or another contract term. Peace Walker performed from 11 through 13 August and invoiced \$32,000 on 17 August. The Contracting Officer first learned of the agreement from the invoice.

Individual statement and records

Raiden's signed statement in IB-06 acknowledges the authorization, the direction to proceed, and the absence of Contracting Officer action. IB-06 also contains statements from Colonel Campbell, the contractor, and the Contracting Officer. IB-01 through IB-05 and the purchase, timecard, inspection, test, and use records are incorporated by reference.

Immediate corrective action

DATE	ACTION	OWNER AND STATUS
17 Aug	Contracting stopped further extra-contractual work and preserved the system and records.	Maj Emmerich complete
18 Aug	The CO revoked Raiden's COR designation pending retraining and replacement action.	713 CONS complete
18 Aug	Government and contractor personnel received a written reminder that only the CO may change the order.	713 CES and 713 CONS complete
19 Aug	The contractor acknowledged that added work requires a written CO modification before performance.	Peace Walker complete
19 Aug	A controlled change log now routes every proposed technical or schedule change to the CO.	Project engineer implemented

ORGANIZATION CORRECTIVE ACTION RECORD

Supervisory action, prevention, and recommendation

Supervisory and disciplinary action

Raiden received documented written counseling for acting outside his designation, failing to contact the Contracting Officer, and directing contractor performance. His COR appointment was revoked. Before any future COR nomination, he must repeat COR and unauthorized-commitment training and demonstrate the authority boundary to the appointing Contracting Officer. The protected personnel record remains in the supervisory channel; this certification of action is included in the ratification package.

No disciplinary action was taken against Colonel Campbell on these facts. He routed an operational request to the designated Government COR, did not contact Peace Walker, did not sign the field authorization, and did not represent that he possessed contracting authority. He nevertheless completed the leadership briefing below because operational requests can create schedule pressure that must be managed through Contracting.

Preventive action

CONTROL	IMPLEMENTATION	VERIFICATION
COR turnover	The CO gives each replacement COR a documented task-order authority and escalation briefing before duties begin.	Designation-file review
Change authority check	CORs must state that they cannot change price, scope, quality, quantity, schedule, or terms before appointment.	CO knowledge check
Field-request form	Contractor field requests now display a Contracting Officer signature block and state that COR signature does not authorize work.	Weekly surveillance
Leadership briefing	Wing and group leaders complete a 713 CONS briefing on actual authority and job-site communications.	Attendance due 27 Aug

Organization recommendation

713 CES confirms that the Government received and uses a technically acceptable facility improvement. Subject to the Contracting Officer's price determination, funds certification, legal concurrence, and COCO approval, the organization recommends ratification and payment of \$32,000. This recommendation is not an approval.

/s/ MEI LING
Mei Ling
Lieutenant Colonel, USAF | Commander, 713 CES
23 August 2027