



24 March 2020

JBSA Teammates,

The evolving COVID- 19 situation may affect the conditions our support contractors are operating in. While they are an invaluable part of the mission, we must remember specific legalities and regulations that apply to contractors. All commanders are reminded that any changes to existing contracts supporting your organizations should go through the appropriate Contracting Officer for action. Only the Contracting Officer can direct changes, to include place of performance, on contracts supporting your organization. Failure to do so, may result in an unauthorized commitment which must be ratified through the Contracting Office which may drive additional costs in addition to other legal ramifications.

There are contracts on JBSA from many different service and agency contracting offices across the federal government. Please stay in close coordination with your Contracting Officer. The 502d Contracting Squadron is ready to execute any required contract adjustments. If you need assistance, please contact the 502d Contracting Squadron Commander, Colonel Rich Ward at (210) 671-1700.

Thank you for your continued support.

LAURA L. LENDERMAN
Brigadier General, USAF
Commander, Joint Base San Antonio