



**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE DEPUTY CHIEF OF STAFF, G-4**  
**500 ARMY PENTAGON**  
**WASHINGTON, DC 20310-0500**

DALO-SPA

3 NOV 2020

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Guidance Regarding Contractor Signature Requirements on Department of the Army (DA) Form 1687 (Notice of Delegation of Authority–Receipt for Supplies)**

**1. References:**

- a. Code of Federal Regulations (CFR) 48, Section 1552.237-76 - Government-Contractor Relations, 1 October 2014.
- b. Federal Acquisition Regulation (FAR) Parts 45, 48, and 51, 2019.
- c. Army Regulation (AR) 710-2 (Supply Policy Below the National Level), 28 March 2008.
- d. DA Pamphlet (PAM) 710-2-1 (Using Unit Supply System (Manual Procedures)), 1 December 2016.
- e. Fragmentary Order (FRAGO) 1 to Headquarters, Department of the Army (HQDA) Execution Order (EXORD) 223-17, Army Auditability Plan, 30 April 2019.
- f. Memorandum, Deputy Chief of Staff, G-4 (DALO-SPA), 8 September 2014, Subject: Clarification to the DA Form 1687 signatory requirements.

2. This memorandum provides superseding guidance to reference f., and is applicable to all Army Commands, Army Service Component Commands, and Direct Reporting Units.

3. Effective immediately, DA Form 1687 will not be used to delegate or appoint contractor personnel to sign for, turn in, or transfer Government equipment or supplies.

4. Per references c. and d., a memorandum or DA Form 1687 is used by the accountable or responsible person to designate personnel, as their authorized representatives, who may request and/or sign for supplies and equipment. Personnel, as defined in references c. and d., does not include contractors.

5. As Contracting Officers (KO), Contracting Officer Representatives (COR), and Property Administrators (PA) are neither accountable nor responsible persons as contemplated by governing regulations they cannot delegate authority on behalf of the

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accountable or responsible person. Additionally, per reference b., contractor actions may only be directed under the terms of the contract by the KO, or by a COR or PA with authority delegated by the KO.

6. To formalize a delegation or appointment to contractor personnel, the KO, COR, or PA will sign a memorandum appointing the contractor with the specified responsibilities and designating the Unit Identification Code and Department of Defense Activity Address Code requiring support from an external origination. Per reference e., removing dual signature requirements on DA Form 1687, the KO, COR, or PA will use either digital or ink signature on the memorandum, not both. The contractor will distribute the memorandum to all organizations providing support to a contract.

7. This change in procedure will be incorporated into a new policy which will revise language in reference d. in FY21. Until that time, this memorandum officially supersedes all previous guidance and serves as the comprehensive policy in terms of designating contractors to perform logistics-based functions when working for the Government.

8. The point of contact is CW5 Eric S. Crow, commercial (703) 614-0896, DSN (312) 224-0104, or e-mail: eric.s.crow.mil.@mail.mil.

A handwritten signature in black ink, appearing to read 'Duane A. Gamble', with a stylized flourish at the end.

DUANE A. GAMBLE  
Lieutenant General, GS  
Deputy Chief of Staff, G-4

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(see next page)

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Department of the Army (DA) Form 1687

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