

## 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.

**Parent topic:** [Subpart 42.4 - Correspondence and Visits](#)