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#### MP5309.190-3 Process for Adding a Contractor or Subcontractor to the CRWL

(a) When an SMC contracting officer obtains information or otherwise becomes aware that a contractor’s or subcontractor’s ability to successfully perform space program contracts is uncertain due to any of the conditions listed at [AFFARS 5309.103(b)(ii)](5309_103.dita#AFFARS_5309_topic_3) and determines, in coordination with the program manager, COCO, and applicable SMC 2-Letter Director, to recommend listing on the CRWL, the SMC contracting officer shall prepare a staff package that contains, at a minimum, the following contents-

(1) A determination and findings (D&F) to be signed by SMC/CC documenting the issues, their potential effect on the contractor’s or subcontractor’s ability to perform on space program contracts or subcontracts, and the determination to add the contractor or subcontractor to the CRWL;

(2) A draft letter from SMC/CC to the contractor or subcontractor providing notification of the decision to place it on the CRWL and the reason for that decision; and

(3) Any other documentation supporting the recommendation for listing on the CRWL.

(b) The contracting officer shall coordinate the staff package with the applicable COCO and SMC 2-Letter Director, SMC/JA, SMC/PI, SMC/SB (if a small business), and SMC/PK prior to seeking SMC/CC approval.

(c) Upon approval of the D&F, the contracting officer shall release the SMC/CC notification letter to the contractor or subcontractor. Copies of all packages, approved or disapproved, shall be forwarded to SMC/PKC. SMC/PKC shall maintain a repository of the determination and findings, SMC/CC notification letter, and supporting documentation and, if the D&F was approved, shall add the contractor to the CRWL.