



1. PURPOSE

The purpose of this document is to provide guidance for accomplishing Stop-Work Order/Government Delay of Work for the SPAWAR claimancy.

Stop Work Orders are designed to handle delays of contractor performance required by, or caused by the Government, and provide a means to settle contractor claims based on Government-caused delays.

Related guidance is available under CMPG [5.3.1.6 Stop Work Orders](#).

2. POLICY

The policy requirements and procedures for a Stop Work Order are contained in FAR Subpart 42.13.

Stop-work orders may be used, when appropriate, in any negotiated fixed-price or cost-reimbursement supply, research and development, or service contract if work stoppage may be required for reasons such as advancement in the state-of-the-art, production or engineering breakthroughs, realignment of programs, or in the face of a protest.

Generally, a stop-work order will be issued only if it is advisable to suspend work pending a decision by the Government and a supplemental agreement providing for the suspension is not feasible. Issuance of a stop-work order shall be approved at a level higher than the contracting officer. Stop-work orders shall not be used in place of a termination notice after a decision to terminate has been made.

SPAWAR policy is that Contracting Officers prepare a letter or modification to stop work as soon as practicable. The effective date of the letter or modification is the trigger that starts the clock ticking on the time period, as specified in the contract, or expressed in the clause at [FAR 52.242-15](#). [FAR 42.1303](#) discusses what to include in a stop work order and what to do as soon as feasible after its issuance.

3. RESPONSIBILITIES

The **Contracting Officer** determines when a Stop Work Order is needed, develops the Stop Work Order Package, and submits it to one level above the Contracting Officer for signature approval.

Approval Authority - One level above the **Contracting Officer**; reviews and approves Stop Work Orders.

4. PROCEDURE

1. **Contracting Officer** determines a stop work order is necessary.
2. **Contracting Officer** prepares a letter or modification to stop work as soon as practicable. A best practice is to prepare either a letter or modification, not both.
3. **Contracting Officer** develops the Stop Work Order Package contents outlined below and submits to one level above the Contracting Officer:
 - a. **Brief Sheet** (1 page)
 - i. Paragraph 1: Issue
 - ii. Paragraph 2: Background
 - iii. Paragraph 3: Discussion of Impact
 - iv. Paragraph 4: Recommendation

- b. **Back-up Information** discussed in the Brief Sheet (i.e. Correspondence from the contractor or the contracting office, documentation on technological advancement, etc.)
- c. A **one-line statement** as to how the 90-day period will be tracked (i.e. electronic tickler file, calendar alerts, etc.)
- d. If the recommendation is to Stop Work, include a **Letter or Modification** ready for signature (see [Toolbox](#)).
- 4. **Approval Authority** reviews Stop Work Order Package; provides feedback or signature approval.
- 5. **Contracting Officer** may modify, cancel, or **extend** Stop Work Orders using templates provided in [Toolbox](#).

5. APPROVALS

Issuance and cancellation of a Stop Work Order to be approved at a level above the Contracting Officer ([FAR 42.1303\(b\)](#)).

6. TOOLBOX

- 1.  [Sample Full Contract Level Stop Work Letter](#)
- 2.  [Sample Partial \(CLIN/Task\) Stop Work Letter](#)
- 3.  [Sample Stop Work Order Modification](#)
- 4.  [Sample Stop Work Order Cancellation Mod](#)
- 5.  [Sample Stop Work Order Extension Mod](#)

7. CHANGE HISTORY

Updated material is highlighted by *purple text* and an Alert/New  icon.

Date	Description of Changes
September 2015 Rev1	Minor edits and policy section reworded as per the FAR.
September 2015	Content formatted and reorganized; links updated.
April 2011	Last version created in old format. Recent updates were not noted.