

11/7/84

Note to File

Subject - WRC-~~2~~-85-207, Project Officers

Reference - 11/5/84 memo John Doyle to Elaine Wigg

The referenced memo designated project officers + alternates for the subject contract. After discussing the assignments listed in the memo with the Contracting Officer I called John Doyle (11/7/84) and proposed that Mr. Mc Gregor be assigned as a Project Officer with the responsibility for signing the 292 and keeping track of funds expended.

Processing of the vouchers will be:

1. Vouchers with 292 received in D/C
2. Contract Administrator will separate vouchers by Program Office; attach a form requesting the appropriate Project Officer review the voucher + note any discrepancies and adjustments and send to Mr. Gregor by a specific date.
3. Mr. Gregor will receive the SECY vouchers the 292, and a note telling him the numbers of the vouchers sent to

8506050603 841214
PDR FOIA
BIRD84-853 PDR

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the other Program Offices + the date
he should receive them.

4. Mr. Gregor will coordinate the responses,
• sign the 292 + return the vouchers
+ 292 to Contracts.

I further suggested that, since Mr. Gregor
wanted to add Nancy Shimer as an alternate
in SECVS office, George Mezuzon be deleted
as an alternate.

Hayle agreed to these suggestions.

Dressa M. Luren