

cc: T. McLearen, DC
Nancy Shimer, SECY

NOV 15 1984

MEMORANDUM FOR: Gloria Thomas, SECY
Edward McGregor, SECY

FROM: M. J. Mattia, Chief
Administrative Contracts Branch
Division of Contracts

SUBJECT: DESIGNATION OF AUTHORIZED REPRESENTATIVE -
PROJECT OFFICER

You are hereby designated as the Project Officer for Contract No. NRC-21-85-207 with Ace-Federal Reporters, Inc., 444 N. Capitol Street, N.W., Washington, D. C. 20001. A copy of the contract is enclosed. The responsibilities and authorities of NRC Project Officers are described in Section 6.2. of the contract. Please insure that the Project Officer alternate, Nancy Shimer, is familiar with the provisions of Section 6.2.

Additionally, you are required to be familiar with NRC Manual Chapter 5101, NRC Procurement Handbook, particularly Part V, Contract Administration and Close Out. As a minimum, however, you are required to forward copies of all correspondence with Contractors to the Contracting Officer. Prior Contracting Officer concurrence may be required for some correspondence and others may be forwarded to the Contractor only over the Contracting Officer's signature. Mutual cooperation and agreement between the Project Officer and the Contracting Officer will be the key to these determinations.

Further, you are required to comply with the provisions of NRC Manual Chapter 5103 - NRC Review of Contractor Invoices.

While this Manual Chapter and the NRC Form 292 included therein require your assessment of the Contractor's overall performance in the review of submitted Contractor invoices, it is suggested that any potential Contractor problem be brought to the attention of the Contracting Officer as early as possible so that positive corrective action can be initiated.

The Contract Administrator responsible for the administration of the contract is Ms. Teresa McLearen. The Contract Administrator should be advised in advance of any scheduled meetings with the Contractor. Should you have any questions regarding this delegation of authority or require any assistance, please contact Ms. McLearen on Extension No. 27533.

M. J. Mattia, Contracting Officer
Administrative Contracts Branch
Division of Contracts

FOIA-84-853

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Enclosure:

Copy of Contract No. NRC-21-84-207

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