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DD/S&T-4444/69

MEMORANDUM FOR: Director, Office of Special Activities

SUBJECT : Contracting Procedures for the
Operational Phase of the
AQUILINE Program

1. This document confirms recent discussions between representatives of the DD/S&T Staff and OSA concerning the contracting procedures to be employed by Contract Management Division, OSA, during the operational phase of Project AQUILINE. This understanding is considered necessary at this time because Agency appropriated funds are to be used and the program is not in support of the NRO.

2. It is agreed that:

a. OSA will conform to the Agency contract approval system for Agency funds. Each proposed contract action exceeding [redacted] for non-R&D actions) will be submitted to the DD/S&T for approval and to the DCI, through the DD/S&T for those actions exceeding [redacted]. The proposal package will include the items outlined in Part III of the Project Officers Manual. OSA may include such additional information as it considers appropriate. When the requirement has received the necessary approval signatures as indicated above, the proposal will be referred to Contract Management Division/OSA for contract action, without further review. Copies of those contract actions approved at the OSA level will be forwarded to DD/S&T.

b. OSA will obtain all of its AQUILINE industrial contract audit support from the Office of Finance. From time to time Agency appropriated funds for AQUILINE may be used

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to supplement existing OSA contracts for support services which are audited under existing OSA procedures.

c. The system for control of property, spares, etc. will not be employed for Project AQUILINE. In lieu of that system OSA will utilize the Agency property control system. It is recognized that from time to time certain spares, parts and components may have to be obtained from other Government Agencies.

d. All contracts will be reviewed by a representative of the Office of General Counsel in accordance with existing practice.

Acting Executive Officer
Directorate of
Science and Technology

cc: ICAD/OF
Compt./DD/S&T

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