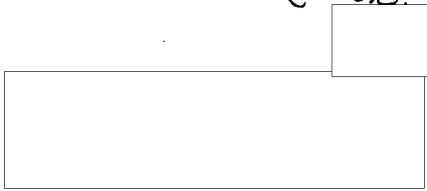


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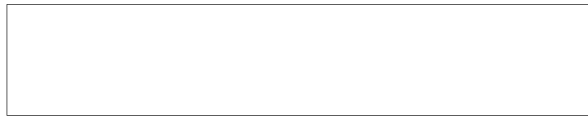


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Registered-Return Receipt Requested



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DOC	3	REV DATE	18 MAR 1950	BY	064540
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Attention:

Subject : Contract No. RD-129 and Task Order No. 1

(INC)

Gentlemen:

Enclosed in quadruplicate are base task-type Contract No. RD-129 and Task Order No. 1.

Please note that this contract and Task Order have been signed on behalf of the Government prior to signature on the part of your organization. It is requested that the contractual documents be signed by an authorized official of your organization and the Corporate Certificate in the contract be executed if the documents are found to be acceptable. Please retain the copy of the contract and the task marked "Contractor's File Copy" and return the remaining three copies of each to this office. In the event the documents are not acceptable, you are to advise the Contracting Officer as to your objections within ten (10) days. In the event you find minor changes, please contact this office by telephone on . It may be possible then to come to an understanding over minor modifications. If the contract cannot be accepted as written, all copies must be returned to this office with your objections as stipulated above.

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It is requested that the enclosed "Contractor's Statement of Contingent or Other Fees" be executed and returned with the signed copies of the contract.

Knowledge of the sponsor's association with these documents or the work to be performed thereunder should be limited to an absolute minimum number of persons and this knowledge should be disseminated only on a verbal basis to those employees holding contract security authorization issued by this office and then only on a "need-to-know" basis in order to accomplish the objectives of this contract. Under cover of separate letter you will be advised of all personnel who will

NOTICE: This material contains information which is exempt from automatic disclosure of the United States within the meaning of the Freedom of Information Act, 5 U.S.C. 552 and 774, the transmission or revelation of which in any form to an unauthorized person is prohibited by law.

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~~SECRET~~

be granted contract security authorization. "Secrecy Agreements" should be signed by any individual in the company who will be knowledgeable of our interest in this contract or have physical access to classified documents relating to the contract. "Secrecy Agreements", when signed, are to be returned to the Contracting Officer.

Also enclosed are "Contractor's Security Agreement," in duplicate, and one copy of "Security Requirements for Contractors," both of which are made a part of the contract by reference in accordance with the provisions of Article 20 of the contract. The "Contractor's Security Agreement" should be executed by an official of your company authorized to sign for the company and one copy should be returned to this office. The remaining copy of the "Contractor's Security Agreement," as well as the enclosed "Security Requirements for Contractors" and "Procedure for Mailing Material Classified 'Secret' and 'Confidential'" is for your information and guidance.

Your attention is invited to the standard Non-Discrimination in Employment clause set forth under Article 26 of the contract and the importance of your compliance therewith. This clause is included in our contract in accordance with a Presidential Executive Order. In this connection, enclosed is the notice entitled "Equal Economic Opportunity" for posting by you in accordance with the Article.

In order to insure timely action on various determinations and approvals required to be made by the Contracting Officer under the terms of the subject contract, it is necessary that all communications under this contract, except those involving purely technical matters, be referred directly to the Contracting Officer who has legal responsibility therefor.

It is especially important that the following matters be referred directly to the Contracting Officer:

1. Matters affecting the contract price.
2. Requests for extension of time.
3. Changes in the work requiring contract amendment.
4. Progress payment invoices.
5. Authorization to purchase capital equipment over \$500.
6. Authorization to enter into specified subcontracts.
7. Authorization for special travel.
8. Requests for follow-up action on any matter concerning the contract.

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Technical progress reports should be submitted to our project engineer in accordance with his instructions, but, in addition, a copy thereof shall be mailed to the Contracting Officer. Except as to Item 4 (progress payment invoices), an extra or drop off copy of the above items should be furnished our project engineer.

Unless such matters are brought to the direct attention of the Contracting Officer, it will not be possible to assure you of prompt action in connection with the many determinations of the Contracting Officer which must precede payment or settlement.

Correspondence concerning this contract should be addressed to the undersigned at the address noted above.

Very truly yours,

Contracting Officer

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Enclosures:

1. 4 copies of Master Contract
2. 4 copies of Task Order No. 1
3. 1 copy of "Contractor's Statement of Contingent or Other Fees"
4. 10 copies of "Secrecy Agreements"
5. 2 copies of "Contractor's Security Agreement"
6. 1 copy of "Security Requirements for Contractors"
7. 1 copy of "Procedure for Mailing Material Classified 'Secret' and 'Confidential'"
8. 1 copy of "Equal Economic Opportunity" Notice.

Distribution:

- Original and 1 - Addressee
- 1 - RD-129 (Official)
 - 1 - TO/L, RD-129
 - ✓ 1 - OC-E/R&D (Attn.)
 - 1 - SS/OL
 - 1 - Chrono

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OL/PD/R&DCB (28 Jan 57)

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