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20 June 1960

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Registered-Return Receipt Requested

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Attention: [Redacted]

Subject : **Contract No.** [Redacted]
Task Order No. 1

Gentlemen:

Enclosed in quadruplicate is base task-type Contract No. [Redacted]. The first Task Order issued under this base contract is also transmitted herewith.

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Please note that this Contract has been signed on behalf of the Government prior to signature on the part of your organization. It is requested that the contractual document be signed by an authorized official of your organization and the Corporate Certificate in the Contract be executed if the document is found to be acceptable. Please retain the copy of the Contract marked "Contractor's File Copy" and return the remaining three copies to this office. In the event the document is not acceptable, you are to advise the Contracting Officer as to your objections within fourteen (14) days. In the event you find minor changes, please contact either [Redacted] of this office by telephone on [Redacted]. 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.

Your attention is invited to the fact that the Contract does not set forth definite overhead rates. Until otherwise approved, according to the terms of the Contract, the provisional billing rates will be as follows:

One Hundred ten per cent (110%) of direct labor for the general overhead and sixteen per cent (16%) of input cost for general and administrative rate.

NOTICE

This material contains information affecting the National Defense of the United States within the meaning of the Espionage Laws, Title 18, USC, Sec. 793 and 794, the transmission or revelation of which in any manner to an unauthorized person is prohibited by law.

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Knowledge of the sponsor's association with this document 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 have been or will be advised of all personnel who will be granted contract security authorization. "Secrecy Agreements" should be signed by any individual in the company who will be aware of our interest in this Contract or have physical access to classified documents relating to the Contract.

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 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", is for your information and guidance.

It is requested that you establish a separate log for all classified documents received from and sent to this office.

Attachment "A" hereto, if appended, sets forth other Security Requirements for your compliance in the performance of work and the handling of correspondence under this Contract and Task Orders thereunder.

Your attention is invited to the standard Non-Discrimination in Employment Clause set forth in the Contract and the importance of your compliance therewith. This clause is included in our Contract in accordance with a Presidential Executive Order.

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.

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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 amendments.
4. Payment invoices.
5. Authorization to purchase capital equipment.
6. Authorization to enter into specified subcontracts.
7. Authorization for special travel.
8. Requests for follow-up action on any matter concerning the Contract.

Except as to Item 4, an extra or drop off copy of the above items should be furnished our Project Engineer. Technical Progress Reports, on the other hand, should be prepared in the manner normally practiced by you and submitted direct to our Project Engineer in accordance with his instructions. A copy of the Progress Report should be mailed directly to the Contracting Officer.

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,

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[Redacted Signature]

Contracting Officer

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Enclosures:

1. Contract No. [Redacted] (4 copies)
2. Contractor's Statement of Contingent or Other Fees (1 copy)
3. Secrecy Agreements (8 copies)
4. Security Requirements for Contractors (1 copy)
5. Contractor's Security Agreement (2 copies)
6. ~~Other Contract Documents~~ (1 copy)

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