

Wednesday, September 8, 2004

**Milt Mail #5**

**CONTRACT AND FINANCIAL ASSISTANCE ACTIONS REQUIRING  
HQ REVIEW**

By memorandum dated April 15, 2004, the Office of Science Chief Operating Officer, was designated as the single Head of Contracting Activity (HCA) for the Office of Science and was redelegated specific authority as described therein.

SC Integrated Support Center (ISC), Chicago and Oak Ridge Offices, have established procedures for internal review of contracts and financial assistance actions and for those actions requiring SC-HCA and Headquarters Business Clearance review and approval prior to award (DOE Acquisition Guide - Chapter 71.7). The Chicago Office procedures are described in CH Order 971.1B and Oak Ridge procedures are described in ORO Acquisition Guide, Chapter 71. SC Contracting Activities are to comply with the respective procedures of their Service Center. Any questions or guidance relative to these procedures should be directed

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Please note that any contract or financial assistance action requiring the review and approval of the SC HCA or Headquarters Business Clearance must be coordinated with the appropriate individual/organization indicated above.