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UNCLASSIFIED

CONFIDENTIAL

SECRET

CONTRACT INSPECTION ASSIGNMENT RECORD

TO:	Attn:	DATE
FROM:		9 November 1970

SUBJECT: INSPECTION UNDER

CONTRACT NO.	TASK ORDER
REQUISITION NO.	VOUCHER NO.
CONTRACTOR	
ITEM	

1. Your Office is responsible for performing inspection under the subject Contract. A part of this responsibility is the monitoring of the Contractor's performance at his facility to determine if the quality standards of the Contract are being met. It is also requested that you authenticate the need for and the proper use of any Government furnished property made available to the Contractor in accordance with the Contract.

2. To assist in our evaluation of this Contractor's capability and performance, send us a report of each inspection visit (Form 1897, Contract Inspection Report). Both the interim and the final reports should include information relative to the contractual provisions for delivery and expenditure, as well as your judgment of the Contractor's overall performance. The final report should be in narrative form and should include a statement certifying that all deliverable items listed in the Contract have been received. (Use reverse side of Form 1897 for narrative.)

3. Reports that indicate overall performance as unsatisfactory or barely adequate should support such evaluations with detailed explanations of the specific discrepancies and the corrective action which is being taken.

4. In order to establish a regular reporting cycle, the initial Inspection Report shall be submitted thirty days after the 15th of the month following the effective date of the Contract, (e.g. on a contract dated 5 June 1967, the first Inspection Report will be due 15 July). Subsequent reports will be submitted at sixty day intervals from the first due date (e.g. 15 September, 15 November, etc.).

5. The Inspection Report is the basis for payment of invoices submitted by the Contractor; therefore, it is important that they be submitted promptly as required above.

6. Incentive Contracts require close review during performance whenever award or performance incentives are to be applied. The final report must reflect an accurate evaluation of total performance and the level of objectives attained so as to establish the basis for incentive award.

7. Indicate your acceptance of this inspection responsibility by filling in the name of the inspector/monitor and his extension in the space below on one copy of this form and return it to us.

INSPECTOR/MONITOR

Approved for Release
DATE 09-07-2001

EXTENSION

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