

DC Instruction: 07-01
Dated Issued: July 06, 2007
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MEMORANDUM TO: Division of Contracts Staff

FROM: Elois J. Wiggins, Team Leader */RA/*
Procurement Policy Team
Division of Contracts
Office of Administration

SUBJECT: NEW CLAUSE FOR APPROVAL OF GOVERNMENT PROVIDED
SPACE AT U.S. NUCLEAR REGULATORY COMMISSION
HEADQUARTERS

A new clause entitled "Authority to use Government Provided Space at U.S. Nuclear Regulatory Commission (NRC) Headquarters" was developed and issued to contract specialists for immediate use on June 27, 2006. The purpose of this Division of Contract's (DC) Instruction is to formalize the June 27 guidance issued by Stephen Pool via email on this date.

If an NRC Headquarters (HQ) facility will be used in performance of contract work, the requesting office should contact the Space Planning and Property Management Branch, Division of Facilities and Security, before submitting the Request for Procurement Action.

Unless written authorization is provided before the issuance of the solicitation, the Contracting Officer shall insert the following clause in all new service RFQs/RFPs/contracts where the place of performance is specified as the HQ or is unspecified.

Section H - Authority to Use Government Provided Space at NRC Headquarters (July 2007)

Prior to occupying any government provided space at the NRC HQ in Rockville Maryland, the Contractor shall obtain written authorization to occupy specifically designated government space via the NRC Project Officer from the Chief, Space Planning and Property Management Branch, DFS. Failure to obtain this prior authorization may result in one or a combination of the following remedies as deemed appropriate by the Contracting Officer.

1. Rental charge for the space occupied to be deducted from invoice amount due the Contractor
2. Removal from the space occupied
3. Contract Termination

(End of Clause)

This instruction has been stored under S:\DC Instructions 07-01 dated July 6, 2007, and is being added to AAMS/ProDoc.

Should you have any questions, please contact Mona C. Selden (mcs1@nrc.gov) on (301) 415-7907.

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