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SECTION G

CONTRACT ADMINISTRATION DATA

G.1 Correspondence Procedures

To promote timely and effective administration, correspondence submitted under this contract shall contain a subject line commencing with the contract number, contractor's name and topic. If no government contract administration office is designated on the face page of this contract, all correspondence shall be subject to the following procedures:

(a) Technical Correspondence.

Technical correspondence (as used herein, excludes technical correspondence where patent or technical data issues are involved and correspondence which proposes or otherwise involves waivers, deviations, or modifications to the requirements, terms, or conditions, of this contract) shall be addressed to the DOE program manager, COR, or other duly authorized government representative, with an information copy of the correspondence to the contract specialist. The point of contact for technical correspondence is:

ATTN:
Portsmouth/Paducah Project Office
1017 Majestic Way
Lexington, KY 40513

DOE program manager, COR or other duly authorized government representative:

ATTN:
Portsmouth/Paducah Project Office
1017 Majestic Way
Lexington, KY 40513

(b) Other Correspondence.

Other than technical correspondence shall be addressed to the contract specialist with information copies of the correspondence to the Contracting Officer's Representative and to the patent counsel (if patent or technical data issues are involved). The Contractor shall use the contract specialist as the focal point of contact. The contract specialist's name, address, phone number, fax number, and email address is as follows:

Contract specialist:
ATTN:
Portsmouth/Paducah Project Office
1017 Majestic Way
Lexington, KY 40513

(c) Property Administrator Correspondence

The Contracting Officer has delegated certain duties and responsibilities associated with the government-furnished property and/or contractor-acquired property administration under this contract to the property administrator. Their address and telephone numbers are as follows:

ATTN:
 Portsmouth/Paducah Project Office
 1017 Majestic Way
 Lexington, KY 40513

(d) Patent Counsel.

Correspondence pertaining to patent, technical data, or intellectual property shall be addressed to the contract specialist with information copies to the COR and the DOE patent counsel as follows:

Office of Chief Counsel
 Portsmouth/Paducah Project Office
 1017 Majestic Way
 Lexington, KY 40513

(e) Classified Correspondence. (see Section D for Security requirements).

(f) The Contracting Officer for this contract is:

ATTN:
 Portsmouth/Paducah Project Office
 1017 Majestic Way
 Lexington, KY 40513

G.2 Billing Instructions Alternate I

- (a) The following instructions are provided for the use by the Contractor in the preparation and submission of vouchers requesting reimbursement for work performed on negotiated cost-type contracts. The submission of vouchers will reduce correspondence and other causes for delay to a minimum and will assure prompt payment to the contractor.
- (b) In requesting reimbursement, contractors shall use the government voucher Standard Form (SF) 1034, public voucher for purchases and services other than personal. The Standard Form 1034 may be accessed at <http://procure.msfc.nasa.gov/msfc/forms/forms.html>. A certified summary sheet, shall accompany the SF 1034.
- (c) The Contractor shall submit the original SF 1034 voucher plus two copies. The Contractor shall also provide one copy of support documentation for travel costs incurred. Distribution of the vouchers shall be as follows:

- (1) Original Voucher
U. S. Department of Energy
DOE (TBD) Finance Office

- (2) Copy Voucher
U. S. Department of Energy
DOE
ATTN: COR
Portsmouth/Paducah Project Office
1017 Majestic Way
Lexington, KY 40513

- (3) Copy Voucher
U. S. Department of Energy
ATTN: DOE Contract Specialist
Portsmouth/Paducah Project Office
1017 Majestic Way
Lexington, KY 40513

(D) Each voucher submitted shall include the following:

- (1) Contract Number: DE-AC24-04OH20178
- (2) Order Number: NA
- (3) Contractor Name;
- (4) Date of Voucher;
- (5) Invoice Number;
- (6) Total Amount of Voucher;
- (7) Period Covered or Items Delivered; and
- (8) Cumulative Amount Invoiced to Date.