McDonnell Douglas Corporation
Douglas Aircraft Company, Aircraft Division
3955 Lakewood Boulevard
Long Beach, California 90801

Attention: Mr. Fred O. Head

Gentlemen:

Subject: NASA Contract NAS1-7484 Covering Development of a Computer Program for Calculating Load Distribution to Produce Minimum Drag for Non-Planar Wings

The subject contract will be administered by the Contract Administration Section of the Langley Research Center Procurement Division. Your contact relative to contractual matters is Mr. Donald H. Carson, Contract Administrator, whose telephone number is Area Code 703, 722-7961, extension 3214.

The Naval Plant Representative Office, McDonnell Douglas Corporation, Long Beach, California will be delegated by the Contracting Officer to furnish various field support services to this Center in connection with the administration of the subject contract. Audit functions will be performed by the Defense Contract Audit Agency, Resident Office, McDonnell Douglas Corporation. Copies of the letters of delegation will be sent to you for your information. Submit your cost-reimbursement vouchers to the above Defense Contract Audit Agency for examination and administrative approval prior to submission to NASA Langley Research Center for payment. Claims for fee payments should be submitted on separate vouchers directly to the undersigned. You will also receive a letter designating the Patent Counsel and the New Technology Representative who will represent the Contracting Officer in administering the New Technology clause of the General Provisions.

All general correspondence and correspondence in direct compliance with contractual requirements should be identified with the Government Contract Number NAS1-7484 and addressed to the Contracting Officer, National Aeronautics and Space Administration, Langley Research Center, Procurement Division, Building 1195A, Mail Stop 12G, Langley Station,
Hampton, Virginia 23665. An information copy of this correspondence should be sent to the agency furnishing field support services. Correspondence relating to technical or engineering matters should be directed to the Technical Representative of the Contracting Officer, Dr. Richard T. Whitcomb, telephone extension 2252, with an information copy furnished the Contracting Officer. Packages and items of equipment for delivery to Langley Research Center should be marked and shipped in accordance with the terms of the contract.

Your attention is directed to the following reporting requirements of the subject contract and the need for their timely submittal:

a. Monthly Progress Reports
b. Monthly Financial Management Reports on NASA Form 533b
c. Final Report
d. New Technology and Patentability Report

Schedule, Part III.A.1
Schedule, Part III.A.2
Schedule, Part III.A.5
General Provisions, Clause 39

Should events occur which significantly affect the contract, they should be reported promptly without waiting for the normal report interval. Any change in the contract should be reported to the Contracting Officer in writing with all pertinent information about the change. The Contracting Officer is the only person authorized to issue instructions or approve any changes affecting scope of the contract, delivery schedule, provisions in terms of the agreements, or cost of the contract, and will determine the desirability of incorporating any change into the contract and will issue any resulting formal contractual documents.

Please advise this Center the names and telephone numbers of your personnel responsible for administering this contract. In addition, furnish the name of the person to whom all correspondence from NASA should be directed.

The President has directed that steps be taken to reduce travel costs to the Government to the essential minimum. As this applies both to Government employees and Contractor personnel, your employees are expected to use less than first-class accommodations, when traveling by air, except when the carrier offers nothing but first class.
This letter is for your information and guidance only and is not intended to conflict in any way with the terms and conditions of the contract. If you have any questions pertaining to the contract, feel free to submit them to the undersigned.

Sincerely yours,

William R. Kivett
Contracting Officer

DHCarson:ew

cc:
Naval Plant Representative Office
McDonnell Douglas Corporation
3855 Lakewood Boulevard
Long Beach, California 90801

DCAA Resident Office
McDonnell Douglas Corporation
Douglas Aircraft Company, Aircraft Division
3855 Lakewood Boulevard
Long Beach, California 90801

Dr. R. T. Whitcomb, Mail Stop 359
NASI-7484 (DHC)  

McDonnell Douglas Corporation  
Douglas Aircraft Company  
Aircraft Division  
3855 Lakewood Boulevard  
Long Beach, California  90801  

Attention: Mr. Fred O. Mead  

Gentlemen:  

Subject: NASA Contract NASI-7484 for The Development of a Computer Program for Calculating Load Distribution to Produce Minimum Drag for Non-Planar Wings  

Part III.A.1, Monthly Technical Letter Progress Reports, requires submission of Monthly Progress Reports within 15 days after the end of the monthly reporting period. Therefore, a report was due at this Center on October 15, 1967. Prompt submission is requested.  

Sincerely yours,  

William R. Kivett  
Contracting Officer  

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cc:  
Dr. Richard Whitcomb, Mail Stop 359