



Arecibo Observatory

Office of the Director

SUBJECT: Subcontractor Oversight at the Arecibo Observatory	Effective Date: 04-30-2020	Policy Number: AO-POPE0702
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	Responsible Authority: O&M Director	

DATE OF INITIAL ADOPTION AND EFFECTIVE DATE: April 30, 2020

APPLICABILITY/ACCOUNTABILITY

This policy applies to all subcontractors at the Arecibo Observatory (AO).

GENERAL POLICY

This policy aims to provide and establish the minimum requirements of consistency of the approach to subcontractors' oversight at the Arecibo Observatory.

DEFINITIONS

Oversight: supervision of performance of an individual or group.

Subcontractor oversight: the process of the prime contractor maintaining control of subcontractors regarding management and accountability of government property.

POLICY STATEMENT

It is the prime contractor responsibility to provide subcontractor oversight doing work at the Arecibo Observatory site. Subcontractor oversight is defined as the process of the prime contractor maintaining control of subcontractors regarding management and accountability of government property. All prime contract flow-downs apply to all subcontractors.

On the Arecibo Observatory Agreement, subcontractors that are assigned GFPs will be treated as if they are AO custodians with the stipulation that the work is accomplished on/in a government facility. If it is necessary for a subcontractor to have AO GFP temporarily located at an off-site facility, approval must be obtained via a Temporary Issue Receipt Form (see Temporary Issue Receipt form) signed by the Property Administrator and the subcontractor. Subcontractors will secure, provide maintenance and inventory property under their possession.

The Arecibo Observatory may make government property available to subcontractors and outside agencies for the performance of work within the terms of the contract. Final responsibility and accountability for such property, however, remains with the Arecibo Observatory.

The Arecibo Observatory Contracts Office is the primary responsible and accountable for all subcontractor oversight matters.

REFERENCES

Temporary Issue Receipt Form [..\Forms\Temp-Issue-Receipt Form.docx](#)

CONTACTS

Operations & Maintenance Director, ext. 369

Support Operations Manager, ext. 257

INITIATING AUTHORITY

Director of the Arecibo Observatory

POLICY APPROVAL	
(For use by the Office of the Director)	
Policy Number: AO-POPE0702 Subcontractor Oversight at the Arecibo Observatory	
Initiating Authority: _____	Date: _____
Principal Investigator: _____	Date: _____

