

6. Review of current or pending lease transactions.

a. Lease or lease-with-purchase-option transactions in effect at the time this Circular is issued, and which are expected to remain in effect until fiscal year 1964, will be reviewed in the light of the provisions of paragraph 5. If it is found to be to the advantage of the Government to purchase leased ADP equipment in this category, steps will be taken to make such purchases during the earliest fiscal year in which funds for this purpose are available to the agency. Reviews of current lease transactions should be undertaken as soon as practicable and completed by June 30, 1962.

b. The method of acquisition of ADP equipment selected but not yet accepted for delivery at the time this Circular is issued will be reviewed for adherence to the policies herein stated, and, when indicated, the basis of acquisition will be changed to conform if permitted by the terms of the contract or agreement.

7. Documentation. System studies (sometimes referred to as applications studies, feasibility studies, and by other terms), system specifications, and readiness reviews will be fully documented. Decisions on the selection of ADP equipment, on the method of acquisition, and on the review of the current status of the method of acquisition also will be documented to reflect adequately the considerations taken into account and the basis for the decisions.

8. Administration of policies. The head of each executive department and establishment will establish the necessary framework of procedures, including appropriate reviews and controls, that will assure compliance with the policies herein stated.

By direction of the President:

DAVID E. BELL
Director

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