



**Preparation Assignment  
SEASON 2023, EPISODE SIX  
FAR PARTS 4 AND 24:  
ADMINISTRATIVE MATTERS AND FOIA**

**Preparation Assignment (20 points  
each)**

**Fill In the Blank Questions:**

1. The \_\_\_\_\_ normally signs the contract \_\_\_\_\_ it has been signed by the \_\_\_\_\_. [Hint: Check out **FAR 4.101**]
  2. Executive agencies shall use \_\_\_\_\_ to maintain publicly available information about all \_\_\_\_\_ contract actions exceeding the \_\_\_\_\_ threshold, and any modifications to those actions that change previously reported \_\_\_\_\_, regardless of \_\_\_\_\_. [Hint: Check out **FAR 4.603**]
  3. If the contract action is being awarded in accordance with 4.1102(a)(5), the contractor is required to be registered in SAM within \_\_\_\_\_ or at least \_\_\_\_\_, whichever occurs first. [Hint: Check out Subpart **FAR 4.11**]
  4. As a part of its annual registration requirement in the \_\_\_\_\_, the Contractor shall report the \_\_\_\_\_ and \_\_\_\_\_ of each of the \_\_\_\_\_ most highly compensated executives for its \_\_\_\_\_ completed fiscal year, if–
    - (i) In the Contractor's preceding fiscal year, the Contractor received–
      - (A) \_\_\_\_\_ or more of its annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants), cooperative agreements, and other forms of Federal financial assistance; and
      - (B) \_\_\_\_\_ or more in annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants), cooperative agreements, and other forms of Federal financial assistance; and
    - (ii) The public does not have access to information about the \_\_\_\_\_ through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 ( 15 U.S.C. 78m(a), 78o(d)).
- [Hint: Check out **FAR 52.204-10**].

5. A \_\_\_\_\_ in the possession and control of the \_\_\_\_\_, submitted in response to a \_\_\_\_\_, shall not be made \_\_\_\_\_ to any person under the \_\_\_\_\_ Act. [Hint: Check out **FAR 24.202**]

**“Look ‘Em Ups”** (Provide your answer **AND** identify where in the FAR you found it)

1. Identify the document retention period for the following categories of documents:
  - a. Paid, cancelled, and voided check other than those used for the payment of salary and wages. - \_\_\_\_\_
  - b. Receipt for wages paid in cash - \_\_\_\_\_
  - c. Receiving and inspection report records - \_\_\_\_\_
  - d. Data submitted to the FPDS - \_\_\_\_\_
2. “Privacy training” is required to be provided by contractors who have access to a “system of records”. For full credit answer the following questions: (i) What is the definition of “a system of records”? and (ii) Under what other circumstances is a contractor also required to provide privacy training to its employees?

Extra Credit: Identify the number of “basic” cybersecurity safeguards that must be in place by a prime contractor awarded a contract this will require Federal contract information to reside in or transit through its information system. Which do you think is the most difficult to implement and explain why.

FUN Question: Speaking of “cybersecurity”, one of favorite movies released in the 1980s featured a high school student hacker who accidentally hacks into a military supercomputer and starts the countdown to World War III. What is the name of the movie? For an additional twenty (20) “fun” points, what is the question asked by the hacked supercomputer at the end of the movie?