

PHASE II: CONTRACT ADMINISTRATION

Activity 31: Postaward Orientation

Determine whether a postaward orientation is necessary.

If a postaward orientation is necessary, determine the form it will take.

Postaward Orientation Conference

Written Postaward Orientation

Plan the postaward orientation conference.

Issue a written postaward orientation.

Conduct the postaward orientation conference.

Distribute the postaward conference report.

Participate in postaward subcontractor conference(s) when appropriate.

Document the contract file.