

## 24.103 Procedures.

(a) The *contracting officer shall* review requirements to determine whether the contract will involve the design, development, or *operation of a system of records on individuals* to accomplish an *agency* function.

(b) If one or more of those tasks will be required, the *contracting officer shall*-

(1) Ensure that the contract work statement specifically identifies the *system of records on individuals* and the design, development, or operation work to be performed; and

(2) Make available, in accordance with *agency* procedures, *agency* rules and regulation implementing the Act.

**Parent topic:** [Subpart 24.1 - Protection of Individual Privacy](#)