

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE
U

PAGE OF PAGES
1 2

2. AMENDMENT/MODIFICATION NO.
03

3. EFFECTIVE DATE
31-Jul-2017

4. REQUISITION/PURCHASE REQ. NO.
1300542435

5. PROJECT NO. (If applicable)
N/A

6. ISSUED BY CODE

N65236

7. ADMINISTERED BY (If other than Item 6)

CODE

S1103A

SPAWAR-Systems Center Lant (CHRL)
P.O. BOX 190022
North Charleston SC 29419-9022
houda.maazouzi@navy.mil 843-218-5124

DCMA ATLANTA
2300 LAKE PARK DRIVE, SUITE 300
SMYRNA GA 30080

SCD: C

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)

SCIENTIFIC RESEARCH CORPORATION
2300 Windy Ridge Parkway Suite 400 South
Atlanta GA 30339

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

[X]

10A. MODIFICATION OF CONTRACT/ORDER NO.

N00178-04-D-4121-V705

10B. DATED (SEE ITEM 13)

01-Nov-2016

CAGE CODE
0D5A6

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

- (*) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
- B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
- C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
- D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return ___ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
SEE PAGE 2

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Patricia M Johnson, Contracting Officer

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

BY /s/Patricia M Johnson

(Signature of Contracting Officer)

31-Jul-2017

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (Rev. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

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GENERAL INFORMATION

The purpose of this modification is to ... Accordingly, said Task Order is modified as follows: To add the Contracting Officer Representative (COR) information to 252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013) of the basic task order. A conformed copy of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from \$1,074,000.00 by \$0.00 to \$1,074,000.00.

The total value of the order is hereby increased from \$1,121,027.76 by \$0.00 to \$1,121,027.76.

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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7000	R408	Naval Flight Information Group (Fund Type - TBD)	1.0	LO	\$535,077.67	\$41,950.09	\$577,027.76
7001	R408	Naval Flight Information Group- Labor (Fund Type - TBD) Option	1.0	LO	\$1,018,752.80	\$79,809.09	\$1,098,561.89
7002	R408	Naval Flight Information Group- Labor (Fund Type - TBD) Option	1.0	LO	\$1,035,263.20	\$81,096.51	\$1,116,359.71
7003	R408	Naval Flight Information Group- Labor (Fund Type - TBD) Option	1.0	LO	\$1,054,454.40	\$82,597.25	\$1,137,051.65
7100	R408	Naval Flight Information Group (Fund Type - TBD)	1.0	LO	\$472,676.82	\$37,057.86	\$509,734.68
710001	R408	ACRN:AA PR:1300604245-0001 COST CODE: A00003677792 FUND DOC: IDC NWA: BS-213002.OTHCON2ISEAA FUNDS EXP: 9/30/2017 (Fund Type - TBD)					

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	R408	ODC in support of CLIN 7000 (Fund Type - TBD)	1.0	LO	\$7,000.00
9001	R408	ODC in support of CLIN 7001 (Fund Type - TBD) Option	1.0	LO	\$34,215.46
9002	R408	ODC in support of CLIN 7002 (Fund Type - TBD) Option	1.0	LO	\$34,195.52
9003	R408	ODC in support of CLIN 7003 (Fund Type - TBD) Option	1.0	LO	\$34,172.26
9100	R408	ODC in support of CLIN 7100 (Fund Type - TBD)	1.0	LO	\$27,265.32
910001	R408	ACR:AA FUNDING FOR ODC's and support of CLIN 7100. (Fund Type - TBD)			

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

SECTION C – DESCRIPTION/SPECS/WORK STATEMENT

SPECIFICATIONS/STATEMENT OF WORK/PERFORMANCE WORK STATEMENT

Work under this performance-based contract will be performed in accordance with the following description/ specifications/ statement of work (SOW) which herein will be referred to as Performance Work Statement (PWS):

SHORT TITLE: Naval Flight Information Group

1.0 PURPOSE

1.1 BACKGROUND

The Naval Flight Information Group (NAVFIG) develops, reviews, and validates Terminal Instrument Procedures (TERPS) at US Navy (USN) and US Marine Corps (USMC) Air Stations worldwide, as well as at Host Nation airports, including validation of Jeppesen terminal procedures or National Geospatial Intelligence Agency (NGA) Ad Hoc terminal procedures, as required by operations. NAVFIG also arranges for the publication of all USN and USMC aeronautical information in the Department of Defense (DoD) and Department of Transportation (DoT) Flight Information Publications (FLIP). NAVFIG is the sole approving authority for aeronautical information and TERPS issues within the Chief of Naval Operations (CNO), Naval Air Space and Air Traffic Control Standards and Evaluation Agency (NAATSEA / N980A).

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1.2 SCOPE

This performance-based effort encompasses all efforts of support required for the U.S. Navy/Marine Corps. This PWS covers the following support services:

- (a) Develop, review, and validate terminal instrument approach procedures for all USN/USMC air stations, exercises, “real world” operations, and certain host nation airports.
- (b) Develop, review, and validate departure procedures for all USN/USMC air stations, exercises, “real world” operations, and certain host nation airports.
- (c) Formulate, review, and validate minimum vectoring altitude charts for all USN/USMC air stations, exercises, and “real world” operations.
- (d) Conduct obstacle evaluations in accordance with the Federal Aviation Administration (FAA) Obstacle Evaluation/Airport Airspace Analysis (OE/AAA) program

2.0 APPLICABLE DOCUMENTS

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The contractor shall ensure all work accomplished on task utilizes the best commercial practices and current acceptable industry standards. The applicable references and standards invoked will vary within individual tasks and will be specifically called-out in each task order. In accordance with Defense Acquisition Policy changes, maximum utilization of non-government standards will be made wherever practical. Where backward compatibility with existing systems is required, selected interoperability standards will be invoked. For purposes of bidding, the following documents are not exclusive; however, all contractors shall be able to meet those cited when applicable to the task order.

2.1 REQUIRED DOCUMENTS

The following instructional documents are mandatory for use. Unless otherwise specified, the document's effective date of issue is the date on the request for proposal. Additional applicable documents may be included in specific task orders.

	Document Number	Title
a.	JO 7110.65	Air Traffic Control Manual
b.	JO 7400.2	Procedures for Handling Airspace Matters
c.	JO 7400.8	Special Use Airspace
d.	FAAO 7130.3	Holding Pattern Criteria
e.	FAAO 8260.3	United States Standard for Terminal Instrument Procedures (TERPS)
f.	FAAO 8260.19	Flight Procedures and Airspace
g.	FAAO 8260.58	The United States Standard for Area Navigation
h.	FAAO 8260.46	Departure Procedures Program
i.	FAAO 8200.1	U.S. Standard Flight Inspection manual
j.	ICAO DOC 4444	Procedures for Air Navigation Services
k.	PANS OPS	Procedures for Air Navigation Services - Aircraft Operations

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i.	FAR Part 71	Designation of Class A, B, C, D, AND E Airspace Areas; Air Traffic Service Routes; and Reporting Points
m.	FAR Part 77	Obstructions to Navigation
n.	UFC-3-260-01	Airfield and Heliport Planning and Design
o.	SPAWARINST 4440.12	Management of Operating Materials and Supplies (OM&S), Government Furnished Property (GFP), Contractor Acquired Property (CAP), Property, Plant and Equipment (PP&E), and Inventory
p.	NAVSUP P-723	Navy Inventory Integrity Procedures, April 2012
q.	DoDI 8510.0	DoD Instruction – Risk Management Framework (RMF) for DoD Information Technology (IT) dtd 12 Mar 14
r.	SECNAVINST 5239.3B	Department of the Navy (DoN) Information Assurance Policy, 17 Jun 09
s.	SPAWARINST 5721.1B	SPAWAR Section 508 Implementation Policy, 17 Nov 09
t.	DoDM 5200.01	DoD Manual – Information Security Program dtd 24 Feb 12
u.	DoD 5220.22-M	DoD Manual – National Industrial Security Program Operating Manual (NISPOM) dtd 28 Feb 06
v.	DoDI 5220.22	DoD Instruction – National Industrial Security Program dtd 18 Mar 11
w.	DoD 8570.01-M	Information Assurance Workforce Improvement Program dtd 19 Dec 05 with Change 3 dtd 24 Jan 12
x.	SECNAVINST 5510.30	DoN Regulation – Personnel Security Program
y.	DoD 5200.2-R	DoD Regulation – Personnel Security Program dtd Jan 87
z.	SECNAV M-5510.30	Secretary of the Navy Manual – DoN Personnel Security Program dtd Jun 2006
aa.	DoDI 8500.01	DoD Instruction – Cybersecurity dtd 14 Mar 14

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2.2 GUIDANCE DOCUMENTS

The following documents are to be used as guidance. Unless otherwise specified, the document's effective date of issue is the date on the request for proposal. Additional applicable documents may be included in specific task orders.

	Document Number	Title
a.	NAVAIR 00-80T-112	NATOPS INSTRUMENT FLIGHT MANUAL
b.	NAVAIR 00-80T-114	NATOPS Air Traffic Control Manual
c.	OPNAVINST 3710.7	General NATOPS
d.	DoDI 4161.02	Accountability and Management of Government Contract Property, Apr 27,2012
e.	ISO/IEC 15288	International Organization for Standardization/ International Electrotechnical Commission: Systems and Software Engineering – System Life Cycle Processes
f.	ISO/IEC 12207	International Organization for Standardization/ International Electrotechnical Commission: Systems and Software Engineering – Software Life Cycle Processes
g.	DoDD 5000.01	DoD Directive – The Defense Acquisition System
h.	DoDI 5000.02	DoD Instruction – Operation of the Defense Acquisition System
i.	MIL-STD-1916	DoD Test Method Standard – DoD Preferred Methods for Acceptance Of Product
j.	DoDM-1000.13-M-V1	DoD Manual – DoD Identification Cards: ID card Life-Cycle dtd 23 Jan 14
k.	FIPS PUB 201-2	Federal Information Processing Standards (FIPS) Publication 201-2 – Personal Identity Verification (PIV) of Federal Employees and Contractors, August 2013
l.	Form I-9, OMB No. 115-0136	US Department of Justice, Immigration and Naturalization Services, Form I-9, OMB No. 115-0136 – Employment Eligibility Verification

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2.3 SOURCE OF DOCUMENTS

The contractor shall obtain all applicable documents. Many documents are available from online sources. Specifications and commercial/industrial documents may be obtained from the following sources:

Copies of Federal Specifications may be obtained from General Services Administration Offices in Washington, DC, Seattle, San Francisco, Denver, Kansas City, MO., Chicago, Atlanta, New York, Boston, Dallas and Los Angeles.

Copies of military specifications may be obtained from the Commanding Officer, Naval Supply Depot, 3801 Tabor Avenue, Philadelphia, PA 19120-5099. Application for copies of other Military Documents should be addressed to Commanding Officer, Naval Publications and Forms Center, 5801 Tabor Ave., Philadelphia, PA 19120-5099.

All other commercial and industrial documents can be obtained through the respective organization's website.

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3.0 PERFORMANCE REQUIREMENTS

The following paragraphs list all required support tasks that shall be required throughout the contract life. The contractor shall provide necessary resources and knowledge to support the listed tasks. Specific objectives shall be dependent on the basic contract and the task order (TO) written against the basic contract. The contractor shall complete all required tasks while controlling and tracking performance and goals in terms of costs, schedules, and resources.

Note: In compliance with SPAWARINST 4720.1A – SPAWAR Modernization and Installation Policy, all contract installation work performed aboard Navy ships and Navy shore sites is under Installation Management Office (IMO) supervision; otherwise, a formal exemption request has been approved. In accordance with the Fleet Readiness Directorate Standard Operating Procedure (FRD SOP), COMSPAWARSYSCOM letter Ser FRD/235 dated 24 Apr 12, the contractor shall, ensure proper notification and status updates of installation work performed outside of Space and Naval Warfare Systems Center, Atlantic (SPAWARSYSCEN Atlantic) respective Areas of Responsibilities (AORs) are provided to the SPAWAR Officer in Charge (OIC) or applicable Geographic Lead.

3.1 TERMINAL INSTRUMENT PROCEDURES (TERPS)

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The Contractor shall provide personnel that are qualified Flight Procedures Specialists (FPS) and qualified Aeronautical Information Specialists (AIS) to support NAVFIG. The Contractor's FPS and AIS shall have completed at least one year of highly specialized training per personnel qualifications listed in section 8.2.2. Additionally, the contractor shall provide development and maintenance support to NAVFIG automation tools such as Global Procedures Design (GPD) and Instrument Procedure Development System (IPDS). The contractor shall provide the following TERPS support services:

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- (a) Develop, review, and validate TERPS (CDRL A010)
- (b) Maintain data on navigational aids (NAVAIDs), obstacles, airports, and runways for USN and USMC airfields and certain Host Nation airports
- (c) Conduct evaluations of obstacles proposed for construction near USN, USMC, and Host Nation airfields (CDRL A010)
- (d) Research, evaluate, and compile aeronautical data for inclusion in the FLIP (CDRL A012)
- (e) Review and revise previously published DoD FLIP information (CDRL A012)
- (f) Issue, revise, and cancel Notice-to-Airmen (NOTAM) to augment the FLIP (CDRL A013)
- (g) Build all USN/USMC Instrument Procedures using GPD or IPDS
- (h) Download Host Nation airport source data and Notice to Airman (NOTAMS) daily from National Geospatial Intelligence Agency website and compare with active Host Nation TERPS reviews.
- (i) Develop point/topic/research papers for project installations and airfield upgrades or new developments. (CDRL A011)
- (j) Prepare TERPS presentations/briefings. (CDRL A011)

3.2 TECHNICAL SUPPORT

3.2.1 Technical and System Integration Support

Contractor shall provide technical and system integration Information Technology support for the purpose of recording, resolving, and responding to user technical requests to include; installing and supporting project specific software, troubleshooting software and hardware issues, and responding to, reporting and assisting in IT Security incidents. The contractor shall provide the following IT support services:

- (a) Technical support in the installation of program/project unique systems/equipment hardware, software, sensors, and associated peripherals
- (b) Technical assistance in preparation of project installation technical documentation
- (c) Conduct pre and post installation operational tests of TERPS design software
- (d) Modifying and/or updating GPD computer hardware and software
- (e) Maintenance support for project systems/equipment hardware, software, and associated peripherals
- (f) Development and/or review of system/equipment maintenance schedules and procedures
- (g) Conduct system/equipment diagnostic tests, computer trouble shooting and fault isolation, system repair, and operational testing
- (h) Assist with system/equipment hardware and software life-cycle support
- (i) Performing system/equipment upgrades
- (j) Updating and maintaining system/equipment hardware and software configuration data, run computer scans, and provide Information Assurance Vulnerability Management (IAVM) updates
- (k) Assisting in the procurement of new systems/equipment

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- (l) Provide user/operator initial and refresher training
- (m) Assist in the retirement and disposal of systems/equipment

3.2.2 Property/Inventory Tracking

Pursuant to FAR clause 52.245-1, the contractor shall create and maintain internal records of all government property accountable to the contract/TO, including Government-furnished and Contractor-acquired property. The contractor shall record each item delivered and/or ordered in a Material Inspection and Receiving Report/Inventory Tracking Report (CDRL A001) as specified in Defense Federal Acquisition Regulations (DFARS) clause 252.211-7003. At a minimum, the contractor shall ensure the report tracks the following information: item description, order date, serial number, model number, lot number, delivery location, cost, and the manufacturer warranty period and expiration date, if applicable. The contractor shall have inventory report information available for government review 30 days after TO award then monthly by the 10th of each month, and the contractor shall ensure the report information has the ability to be sorted and manipulated by any of the input fields. Separate from the government tracking system, the information in the contractor's records is a backup to the government records; therefore, the government will own all data rights to the collected information.

3.3 ADMINISTRATIVE SUPPORT SERVICES

Administrative support services provide for a full range of administrative functions associated with office and office automation requirements. The contractor shall provide the following program administrative support services:

- (a) Maintain subject matter files and records as related to TERPS
- (b) Setup and maintain action item logs, phone logs, and visitor logs
- (c) Submit Weekly Accomplishment Reports (CDRL A011)
- (d) Update and submit NAVFIG accomplishment spreadsheet (CDRL A011)
- (e) Schedule Appointments
- (f) Coordinate time, participants, and location of meetings in accordance with instructions from supervisory personnel

4.0 INFORMATION TECHNOLOGY (IT) SERVICES REQUIREMENTS

4.1 INFORMATION TECHNOLOGY (IT) GENERAL REQUIREMENTS

When applicable, the contractor shall be responsible for the following:

- 4.1.1 Ensure that no production systems are operational on any Research Development Test & Evaluation (RDT&E) network.

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4.1.2 Follow DoDI 8510.01 of 12 Mar 2014 when deploying, integrating, and implementing IT capabilities.

4.1.3 Migrate all Navy Ashore production systems to the Navy and Marine Corps Internet (NMCI) environment where available.

4.1.4 Work with government personnel to ensure compliance with all current Navy IT & cybersecurity policies, including those pertaining to Cyber Asset Reduction and Security (CARS).

4.1.5 Follow SECNAVINST 5239.3B of 17 June 2009 & DoDI 8510.01 of 12 Mar 2014 prior to integration and implementation of IT solutions or systems.

4.1.6 Register any contractor-owned or contractor-maintained IT systems utilized on contract in the Department of Defense IT Portfolio Registry (DITPR)-DON.

4.2 ACQUISITION OF COMMERCIAL SOFTWARE PRODUCTS, HARDWARE, AND RELATED SERVICES

Contractors recommending or purchasing commercial software products, hardware, and related services shall ensure they recommend or procure items from approved sources as directed in the latest DoN and DoD policies. Contractors that are authorized to use Government supply sources per FAR 51.101, shall as directed in DoN Memorandum – Mandatory use of DoN Enterprise Licensing Agreement (ELA) dtd 22 Feb 12 verify if the product is attainable through DoN ELAs and if so, procure that item in accordance with appropriate ELA procedures. If an item is not attainable through the DoN ELA program, contractors shall then utilize DoD Enterprise Software Initiative (ESI) program (see DFARS 208.74) and government-wide SmartBuy program (see DoD memo dtd 22 Dec 05). The contractor shall ensure any items purchased outside these programs have the required approved waivers as directed in the applicable program. Software requirements will be specified at the task order level.

5.0 CONTRACT ADMINISTRATION

Contract Administration is required for all contracts; it provides the government a means for contract management and monitoring. Regardless of the level of support, the ultimate objective of the contractor is ensuring the government's requirements are met, delivered on schedule, and performed within budget.

5.1 CONTRACT LIAISON

The contractor shall assign a technical single point of contact, also known as the Program Manager (PM) who shall work closely with the government Contracting Officer and Contracting Officer's Representative (COR), as applicable.

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Note: The contractor PM, located in the contractor's facility, shall ultimately be responsible for ensuring that the contractor's performance meets all government contracting requirements within cost and schedule. The PM shall have the requisite authority for full control over all company resources necessary for contract performance. The PM shall have authority to approve task order proposals or modifications in emergent situations. The PM shall also be responsible for the following: personnel management; management of government material and assets; and personnel and facility security. In support of open communication, the contractor shall initiate, unless otherwise directed at the task order level, periodic meetings with the COR.

5.2 CONTRACT MONITORING AND MAINTENANCE

The contractor shall have processes established in order to provide all necessary resources and documentation during various times throughout the day in order to facilitate a timely task order (TO) award or modification. Prior to task order award, the contractor shall be responsible for providing any required support documentation in a timely manner so as to not disrupt the TO award process. To address urgent requirements, the contractor shall have processes established during business and non-business hours/days in order to provide all necessary documentation and resources to facilitate a timely TO award or modification. NOTE: Directly billing to a TO prior to TO award is prohibited.

5.2.1 Contract Administration Documentation

Various types of contract administration documents are required throughout the life of the contract. At a minimum, the contractor shall provide the following documentation, unless otherwise specified:

5.2.1.1 Task Order Status Report (TOSR)

The contractor shall develop a Task Order Status Report (CDRL A002) and submit it monthly. The prime shall be responsible for collecting, integrating, and reporting all subcontractor reports. The TOSR shall include the following monthly report:

(a) Monthly TOSR – the contractor shall develop and submit a monthly TOSR which is e-mailed to the COR no later than (NLT) 30 days after TO award and then by close of business (COB) on the 10th of each month thereafter. The first report shall be required on the first Friday following the first full week after the TO award date. The contractor shall ensure the initial report includes a projected Plan Of Action and Milestones (POA&M). In lieu of a formal weekly report, larger, more complex TOs requires an updated Earned Value Management report. At a minimum unless otherwise noted, the contractor shall include in the weekly report the following items and data:

1. Percentage of work completed on active biennial reviews
2. Percentage of work completed on biennial reviews in Quality Assurance
3. Percentage of work completed on host nation projects
4. Number of individual tasks complete including Obstacle Evaluations assigned and completed, transmittals sent, Notice to Airman sent, waivers submitted, new procedures, developed, and biennials completed
5. Updates to the POA&M and narratives to explain any variances

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6. If applicable, notification when obligated costs have exceeded 75% of the amount authorized

5.2.1.2 Task Order Closeout Report

A task order (TO) closeout report (CDRL A003) shall be developed and submitted 15 days before completion of TO. Prime shall be responsible for collecting, integrating, and reporting all subcontracting information. See applicable DD Form 1423 for additional reporting details and distribution instructions.

5.2.1.3 Contractor Manpower Reporting

The following reporting is required for all DoD contracts acquiring services regardless if cost type or firm-fixed price contract:

(a) Contractor Manpower Quarterly Status Report (QSR)

The contractor shall provide a Contractor Manpower Quarterly Status Report (CDRL A004) to the government four times throughout the calendar year. Required by SPAWARSYSCEN Atlantic for all active TOs (regardless if fixed-price or cost type), the Manpower report itemizes specific TO administrative data for SPAWARSYSCEN Atlantic. Reporting period begins at the time of TO award. Utilizing the format provided in QSR CDRL, Attach 3, the contractor shall collect required data throughout the specified performance period and shall submit one cumulative report on the applicable quarterly due date. See applicable DD Form 1423 for additional reporting details and distribution instructions. The following table lists the pre-set submittal due dates and the corresponding performance periods:

#	QUARTERLY DUE DATE	PERFORMANCE PERIOD
1	15 January	1 October – 31 December
2	15 April	1 January – 31 March
3	15 July	1 April – 30 June
4	15 Oct	1 July – 30 September

(b) Enterprise-wide Contractor Manpower Reporting Application

In addition to the QSR CDRL reporting requirements noted above and pursuant to NMCARS 5237.102-90, the contractor shall report all contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the DoD via a secure data collection website – Enterprise-wide Contractor Manpower Reporting Application (eCMRA). Contracted services excluded from reporting are based on Product Service Codes (PSCs). The excluded PSCs are:

1. W, Lease/Rental of Equipment;

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2. X, Lease/Rental of Facilities;
3. Y, Construction of Structures and Facilities;
4. S, Utilities ONLY;
5. V, Freight and Shipping ONLY.

[The contractor shall completely fill-in all required data fields using the following web address: https://doncmra.nmci.navy.mil/.](https://doncmra.nmci.navy.mil/)

Reporting inputs consists of labor hours executed during the contract/TO period of performance within each Government fiscal year (FY) which runs from October 1 through September 30. While inputs may be reported any time during the FY, the contractor shall report all data no later than October 31 of each calendar year. Contractors may direct questions to the help desk at <http://www.ecrma.mil/>.

5.2.1.4 WAWF Invoicing Notification and Support Documentation

Pursuant to DFARS clause 252.232-7003, 252.232-7006, and local clause 5252.216-9210, the contractor shall submit payment requests and receiving reports using DoD Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT) application (formerly known as Wide Area Work Flow (WAWF)) which is a secure government Web-based system for electronic invoicing, receipt, and acceptance. The contractor shall provide e-mail notification to the COR when payment requests are submitted to the WAWF. In accordance with local clause 5252.216-9210, the contractor shall include cost back-up documentation (e.g., delivery receipts, time sheets, & material/travel costs, etc.) to the invoice in iRAPT/WAWF. The contractor shall also provide a soft copy of the invoice and any supporting invoice documentation (CDRL A005) directly to the COR to assist in validating the invoiced amount against the products/services provided during the billing cycle. Invoices shall be submitted at least monthly. The contractor shall forward copies of invoices to the COR within 24 hours after submittal of iRAPT /WAWF payment request.

5.2.1.5 Labor Rate Limitation Notification

For all cost type, labor-hour service contracts/TO (not applicable for wholly fix-priced contracts/TO), the contractors shall monitor the following labor rates as part of the monthly contract/TO status report. The contractor shall initiate required notification if specified threshold values are met. NOTE: TOs that are wholly firm-fixed price are exempt from this requirement. The ability of a contractor to monitor labor rates effectively will be included in the contract/task order Quality Assurance Surveillance Plan (QASP), Attachment 1.

(a) Fully burden labor rates per person (subcontractor included) charged on contract/task order – If the actual invoiced fully burden rate (inclusive of fee) of any individual in any labor category exceeds the threshold amount of \$150.00/hour and the individual’s rate was not disclosed in pre-award of the basic contract (or TO for IDIQ contracts), the contractor shall send notice and rationale (CDRL A006) for the identified labor rate to the COR who will then send appropriate notification to the Contracting/Ordering Officer (KO/OO). NOTE: Within one labor category, if the total collective estimated and/or actual hours in any given period of performance are less than or equal to 500 labor hours, the labor category is excluded from the required CDRL notification regardless if an individual within that labor category exceeds the threshold.

(b) Average actual labor rates (total actual fully burdened labor costs “divided by” total number of hours performed) compared to average negotiated labor rates (total negotiated fully burdened labor costs “divided by” total number of hours negotiated) – If the average actual burdened labor rates exceeds the average proposed/negotiated rate by 15%, the contractor shall send notice and rationale (CDRL A006) for the rate variance to the COR who will then send appropriate notification

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to the Contracting /Ordering Officer. Additionally, contractors shall notify the COR if variances exceed 15% for more than three consecutive months. Contractors shall annotate the variance percentage of monthly average actual labor rates versus average negotiated labor rates in the monthly contract/TO status reports.

5.2.1.6 ODC Limitation Notification

Contractors shall monitor Other Direct Costs (ODCs) as part of the monthly contract/TO status reports. For this monitoring purpose, ODCs include incidental material, travel, and other non-labor costs (excluding subcontracting and consultant labor cost) required in performance of the service. For any given period of performance, if the cumulative total cost of ODCs exceeds the awarded total cost of ODCs (regardless of any modifications to the awarded amount) by 10%, the contractor shall send notice and rationale (CDRL A007) for exceeding cost to the COR who will then send a memorandum signed by the PM (or equivalent) to the Contracting Officer documenting the reasons justifying the increase of ODC. The ability of a contractor to monitor ODCs will be included in the contract/task order Quality Assurance Surveillance Plan (QASP).

5.3 EARNED VALUE MANAGEMENT (EVM)

In accordance with DoD policy, this contract does not require Earned Value Management (EVM) implementation due to cost of contract (base plus all options) does not exceeding \$20M and the majority of efforts on this contract is non-scheduled based and does not lend itself to meaningful EVM information.

6.0 QUALITY

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6.1 QUALITY SYSTEM

Upon contract award, the prime contractor shall have and maintain a quality assurance process that meets contract requirements and program objectives while ensuring customer satisfaction and defect-free products/process. The contractor shall have a sufficiently documented quality system which contains procedures, planning, and all other documentation and data necessary to provide an efficient and effective quality system based on a contractor's internal auditing system. Thirty (30) days after contract award, the contractor shall provide to the government a copy of its Quality Assurance Plan (QAP) and any other quality related documents (CDRL A007) as required in the TO. The contractor shall make the quality system available to the government for review at both a program and worksite services level during predetermined visits. Existing quality documents that meet the requirements of this contract may continue to be used. If any quality documentation is disapproved or requires revisions, the contractor shall correct the problem(s) and submit revised documentation NLT 2 weeks after initial disapproval notification. The contractor shall also require all subcontractors to possess a quality assurance and control program commensurate with the services and supplies to be provided as determined by the prime's internal audit system. The Government reserves the right to disapprove the contractor's and/or subcontractor's quality system or portions thereof when the quality system(s) fails to meet contractual requirements at either the program or worksite services level. The Government reserves the right to participate in the process improvement elements of the contractor's quality assurance plan and development of quality related documents as needed. At a minimum, the contractor shall ensure their quality system meets the following key criteria:

- (a) Establish documented, capable, and repeatable processes
- (b) Track issues and associated changes needed
- (c) Monitor and control critical product and process variations

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- (d) Establish mechanisms for feedback of field product performance
- (e) Implement and effective root-cause analysis and corrective action system
- (f) Establish methods and procedures for continuous process improvement

6.2 QUALITY MANAGEMENT PROCESS COMPLIANCE

6.2.1 General

The contractor shall have processes in place that coincide with the government's quality management processes. As required, the contractor shall use best industry practices including, when applicable, ISO/IEC 15288 for System life cycle processes and ISO/IEC 12207 for Software life cycle processes. As applicable, the contractor shall also support and/or participate in event-driven milestones and reviews as stated in the Defense Acquisition University's (DAU's) DoD Integrated Defense Acquisition, Technology, and Logistics Life Cycle Management System Chart which is incorporates multiple DoD directives and instructions – specifically DoDD 5000.01 and DoDI 5000.02. The contractor shall provide technical program and project management support that will mitigate the risks to successful program execution including employment of Lean Six Sigma methodologies in compliance with SPAWARSYSCEN Atlantic requirements and with the SPAWAR Systems Center (SSC) Engineering Process Office (EPO) Capability Maturity Model Integration (CMMI) program. As part of a team, the contractor shall support projects at SPAWARSYSCEN Atlantic that are currently, or in the process of, being assessed under the SSC EPO CMMI program. The contractor shall be required to utilize the processes and procedures already established for the project and the SSC EPO CMMI program and deliver products that are compliant with the aforementioned processes and procedures. Although having a formal CMMI appraisal is desired, it is not required.

6.3 QUALITY ASSURANCE

The contractor shall perform all quality assurance process audits necessary in the performance of the various tasks as assigned and identified by the respective Work Breakdown Structure (WBS), POA&M, or quality system, and the contractor shall deliver related quality plan/procedural documents upon request. The Government reserves the right to perform any additional audits deemed necessary to assure that the contractor processes and related services, documents, and material meet the prescribed requirements and to reject any or all processes or related services, documents, and material in a category when noncompliance is established.

6.4 QUALITY CONTROL

The contractor shall perform all quality control inspections necessary in the performance of the various tasks as assigned and identified by the respective WBS, POA&M, or quality system and the contractor shall submit related quality objective evidence upon request. Quality objective evidence (CDRL A007) shall include any of the following as applicable:

- (a) Detailed incoming receipt inspection records

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- (b) First article inspection records
- (c) Certificates of Conformance
- (d) Detailed sampling inspection records based upon MIL-STD-1916 (Verification Level III)
- (e) Quality Measurement and Analysis metrics/data

The Government reserves the right to perform any inspections or pull samples as deemed necessary to assure that the contractor provided services, documents, material, and related evidence meet the prescribed requirements and to reject any or all services, documents, and material in a category when nonconformance is established.

6.5 QUALITY MANAGEMENT DOCUMENTATION

In support of the contract's Quality Assurance Surveillance Plan (QASP) and Contractor Performance Assessment Reporting System (CPARS), the contractor shall provide the following documents: Cost and Schedule Milestone Plan (CDRL A008) submitted 10 days after Task Order award, and Contractor CPARS Draft Approval Document (CDAD) Report (CDRL A009) submitted monthly.

7.0 DOCUMENTATION AND DELIVERABLES

7.1 CONTRACT DATA REQUIREMENTS LISTINGS (CDRL's)

The following CDRL listing identifies the data item deliverables required under this contract and the applicable section of the PWS for which they are required. Section J includes the DD Form 1423s that itemize each Contract Data Requirements List (CDRL) required under the basic contract. The contractor shall establish a practical and cost-effective system for developing and tracking the required CDRLs generated under each task. The contractor shall not develop any CDRL classified TOP SECRET with SCI.

CDRL #	Deliverable Title	PWS Ref Para	Frequency	Date Due
A001	Inventory Tracking Report	3.2.2	MTHLY	10 th of Each Month
A002	Task Order Status Report (TOSR)	5.2.1.1, 11.2.5	MTHLY	30 days after TO award (DATO) and monthly on the 10th
A003	Task Order Closeout Report	5.2.1.2, 11.5	1TIME	NLT 15 days before completion of TO

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A004	Contractor Manpower Quarterly Status Report (QSR)	5.2.1.3.a	QRTLY	15 Jan, 15 Apr, 15 Jul, & 15 Oct
A005	Invoice Support Documentation	5.2.1.4	ASREQ	Within 24 hrs from request
A006	Limitation Notification & Rationale	5.2.1.5.a, 5.2.1.5.b,	ASREQ	Within 24 hrs from occurrence
A007	Quality Documentation	5.2.1.6, 6.1, 6.4	ASREQ	Within 24 hrs from request
A008	Cost and Schedule Milestone Plan	6.5	One time with revisions (ONE/R)	NLT 10 DATO; revision NLT 7 days after receipt of govt review
A009	Contractor CPARS Draft Approval Document (CDAD) Report	6.5	MTHLY	30 DATO and monthly on the 10 th
A010	USN/USMC and Host Nation TERPS	3.1.a, 3.1.c	ASREQ	6 months after notification
A011	Technical Reports, General	3.1.i	ASREQ	Within 90 days from request
A011	Technical Reports, Briefings	3.1.j	ASREQ	Within 15 days from request
A011	Technical Reports, WAR and spreadsheets	3.3.c and 3.3.d	WKLY	Every Friday NLT 1300 EST
A012	FLIP	3.1.d, 3.1.e	ASREQ/R	Within 30 days from request
A013	NOTAM	3.1.f	ASREQ/R	Within 30 days from request

7.2 ELECTRONIC FORMAT

At a minimum, the Contractor shall provide deliverables electronically by email; hard copies are only required if requested by the government. To ensure information compatibility, the contractor shall guarantee all deliverables (i.e., CDRLs), data, correspondence, and etc., are provided in a format approved by the receiving government representative. The

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contractor shall provide all data in an editable format compatible with SPAWARSSYSCEN Atlantic corporate standard software configuration as specified below. Contractor shall conform to SPAWARSSYSCEN Atlantic corporate standards within 30 days of contract award unless otherwise specified. *The initial or future upgrades costs of the listed computer programs are not chargeable as a direct cost to the government.*

	Deliverable	Software to be used
a.	Word Processing	Microsoft Word
b.	Spreadsheet/Graphics	Microsoft Excel
c.	Presentations	Microsoft PowerPoint

7.3 INFORMATION SYSTEM

7.3.1 Electronic Communication

The contractor shall have broadband Internet connectivity and an industry standard email system for communication with the government. The contractor shall be capable of Public Key Infrastructure client side authentication to DOD private web servers. Unless otherwise specified, all key personnel on contract shall be accessible by email through individual accounts during all working hours.

7.3.2 Information Security

The contractor shall provide adequate security for all unclassified DoD information per DoDM 5200.01 passing through non-DoD information system including all subcontractor information systems utilized on contract. The contractor shall disseminate unclassified DoD information within the scope of assigned duties and with a clear expectation that confidentiality is preserved. Examples of such information include the following: non-public information provided to the contractor, information developed during the course of the contract, and privileged contract information (e.g., program schedules, contract-related tracking).

7.3.2.1 Safeguards

The contractor shall protect government information and shall provide compliance documentation validating they are meeting this requirement in accordance with DFARS Clause 252.204-7012. The contractor and all utilized subcontractors shall abide by the following safeguards:

- (a) Do not process DoD information on public computers (e.g., those available for use by the general public in kiosks or hotel business centers) or computers that do not have access control.
- (b) Protect information by at least one physical or electronic barrier (e.g., locked container or room, login and password) when not under direct individual control.
- (c) Sanitize media (e.g., overwrite) before external release or disposal.
- (d) Encrypt all information that has been identified as controlled unclassified information (CUI) when it is stored on

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mobile computing devices such as laptops and personal digital assistants, or removable storage media such as portable hard drives and digital optical disks, using DoD Authorized Data-at-Rest encryption technology. NOTE: Thumb drives are not authorized for DoD work, storage, or transfer. Use General Service Administration (GSA) Awarded DAR solutions (GSA # 10359) complying with ASD-NII/DOD-CIO Memorandum, "Encryption of Sensitive Unclassified Data-at-Rest on Mobile Computing Devices and Removable Storage." The contractor shall ensure all solutions meet FIPS 140-2 compliance requirements.

(e) Limit information transfer to subcontractors or teaming partners with a need to know and a commitment to at least the same level of protection.

(f) Transmit e-mail, text messages, and similar communications using technology and processes that provide the best level of privacy available, given facilities, conditions, and environment. Examples of recommended technologies or processes include closed networks, virtual private networks, public key-enabled encryption, and Transport Layer Security (TLS). Encrypt organizational wireless connections and use encrypted wireless connection where available when traveling. If encrypted wireless is not available, encrypt application files (e.g., spreadsheet and word processing files), using at least application-provided password protection level encryption.

(g) Transmit voice and fax transmissions only when there is a reasonable assurance that access is limited to authorized recipients.

(h) Do not post DoD information to Web site pages that are publicly available or have access limited only by domain or Internet protocol restriction. Such information may be posted to Web site pages that control access by user identification or password, user certificates, or other technical means and provide protection via use of TLS or other equivalent technologies. Access control may be provided by the intranet (vice the Web site itself or the application it hosts).

i. Provide protection against computer network intrusions and data exfiltration, minimally including the following:

1. Current and regularly updated malware protection services, e.g., anti-virus, anti-spyware.
2. Monitoring and control of inbound and outbound network traffic as appropriate (e.g., at the external boundary, sub-networks, individual hosts) including blocking unauthorized ingress, egress, and exfiltration through technologies such as firewalls and router policies, intrusion prevention or detection services, and host-based security services.
3. Prompt application of security-relevant software patches, service packs, and hot fixes.

(j) As applicable, comply with other current Federal and DoD information protection and reporting requirements for specified categories of information (e.g., medical, critical program information (CPI), personally identifiable information, export controlled).

(k) Report loss or unauthorized disclosure of information in accordance with contract or agreement requirements and mechanisms.

7.3.2.2 Compliance

The contractor shall include in their quality processes procedures that are compliant with information security requirements per DoDM 5200.01.

8.0 SECURITY

8.1 ORGANIZATION

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8.1.1 Security Classification

All work performed under this contract including any subsequent task orders, if applicable, shall be “unclassified.” A facility security clearance (FCL) is not required; therefore, no DoD Contract Security Classification Specification, DD Form 254, exists.

8.2 PERSONNEL

The contractor shall conform to the security provisions of DoDI 5220.22/DoD 5220.22-M – National Industrial Security Program Operating Manual (NISPOM), SECNAVINST 5510.30, DoD 8570.01-M, and the Privacy Act of 1974. Prior to any labor hours being charged on contract, the contractor shall ensure all personnel (including administrative and subcontractor personnel) have obtained and can maintain favorable background investigations at the appropriate level(s) for access required for the task order, and if applicable, are certified/credentialed for the Cybersecurity Workforce (CSWF). A favorable background determination is determined by either a National Agency Check with Inquiries (NACI), National Agency Check with Law and Credit (NACLC), or Single Scope Background Investigation (SSBI) and favorable Federal Bureau of Investigation (FBI) fingerprint checks. Investigations are not necessarily required for personnel performing unclassified work who do not require access to government installations/facilities, government IT systems and IT resources, or SPAWARSYSCEN Atlantic information. *Cost to meet these security requirements is not directly chargeable to task order.*

NOTE: If a final determination is made that an individual does not meet or cannot maintain the minimum fitness standard, the contractor shall permanently remove the individual from SPAWARSYSCEN Atlantic facilities, projects, and/or programs. If an individual who has been submitted for a fitness determination or security clearance is "denied" or receives an "Interim Declination," the contractor shall remove the individual from SPAWARSYSCEN Atlantic facilities, projects, and/or programs until such time as the investigation is fully adjudicated or the individual is resubmitted and is approved. All contractor and subcontractor personnel removed from facilities, projects, and/or programs shall cease charging labor hours directly or indirectly on task and contract.

8.2.1 Access Control of Contractor Personnel

8.2.1.1 Physical Access to Government Facilities and Installations

Contractor personnel shall physically access government facilities and installations for purposes of site visitation, supervisory and quality evaluation, work performed within government spaces (either temporary or permanent), or meeting attendance. Individuals supporting these efforts shall comply with the latest security regulations applicable to the government facility/installation.

(a) The majority of government facilities require contractor personnel to have an approved visit request on file at the facility/installation security office prior to access. The Contractor shall initiate and submit a request for visit authorization to the COR in accordance with DoD 5220.22-M (NISPOM) not later than one (1) week prior to visit – timeframes may vary at each facility/ installation. For admission to SPAWARSYSCEN Atlantic facilities/installations, the contractor shall forward a visit request to Joint Personnel Adjudication System (JPAS) /SMO 652366; faxed to 843-218-4045 or mailed to Space and Naval Warfare Systems Center Atlantic, P.O. Box 190022, North Charleston, SC 29419-9022, Attn: Security Office, for certification of need to know by the specified COR. For visitation to all other govt. locations, the contractor shall forward visit request documentation directly to the on-site facility/installation security office (to be identified at task order level) via approval by the COR.

(b) Depending on the facility/installation regulations, contractor personnel shall present a proper form of identification(s) and vehicle proof of insurance or vehicle rental agreement. NOTE: SPAWARSYSCEN Atlantic facilities located on Joint Base Charleston require a Common Access Card (CAC) each time physical installation access is required. Contractor shall contact SPAWARSYSCEN Atlantic Security Office directly for latest policy.

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(c) All contractor persons engaged in work while on Government property shall be subject to inspection of their vehicles at any time by the Government, and shall report any known or suspected security violations to the Security Department at that location.

8.2.1.2 Identification and Disclosure Requirements

As required in DFARS clause 211.106, Contractors shall take all means necessary to not represent themselves as government employees. All Contractor personnel shall follow the identification and disclosure requirement as specified in clause 5252.237-9602.

8.2.1.3 Government Badge Requirements

As specified in contract clause 5252.204-9202, some contract personnel shall require a government issued picture badge. While on government installations/facilities, contractors shall abide by each site's security badge requirements. Various government installations are continually updating their security requirements to meet Homeland Security Presidential Directive (HSPD-12) identification standards. Contractors are responsible for obtaining and complying with the latest security identification requirements for their personnel as required. Contractors shall submit valid paper work (e.g., site visit request, request for picture badge, and/or SF-86 for Common Access Card (CAC)) to the applicable government security office via the contract COR. The contractor's appointed Security Officer, which is required in clause 5252.204-9200, shall track all personnel holding local government badges at contract or TO level.

8.2.1.4 Common Access Card (CAC) Requirements

Joint Base Charleston requires contractor personnel to have a Common Access Card (CAC) for physical access to the facilities or installations. Contractors supporting work that requires access to any DoD IT/network also requires a CAC. Granting of logical and physical access privileges remains a local policy and business operation function of the local facility. The Contractor is responsible for obtaining the latest facility/installation and IT CAC requirements from the applicable local Security Office. When a CAC is required to perform work, contractor personnel shall be able to meet all of the following security requirements prior to work being performed:

(a) Pursuant to DoD Manual (DoDM-1000.13-M-V1), issuance of a CAC will be based on the following four criteria:

1. eligibility for a CAC – to be eligible for a CAC, Contractor personnel's access requirement shall meet one of the following three criteria: (a) individual requires access to multiple DoD facilities or access to multiple non-DoD Federal facilities on behalf of the government on a recurring bases for a period of 6 months or more, (b) individual requires both access to a DoD facility and access to DoD network on site or remotely, or (c) individual requires remote access to DoD networks that use only the CAC logon for user identification.
2. verification of DoD affiliation from an authoritative data source – CAC eligible personnel must be registered in the Defense Enrollment Eligibility Reporting Systems (DEERS) through either an authoritative personnel data feed from the appropriate Service or Agency or Trusted Associated Sponsorship System (TASS) (formally Contractor Verification System (CVS)).
3. completion of background vetting requirements according to FIPS PUB 201-2 and DoD Regulation 5200.2-R – at a minimum, the completion of Federal Bureau of Investigation (FBI) fingerprint check with favorable results and submission of a National Agency Check and Inquiries (NACI) investigation to the Office of Personnel Management (OPM), or a DoD-determined equivalent investigation. NOTE: Personnel requiring logical access shall be required to obtain and maintain a favorable National Agency Check with Local Agency and Credit Checks (NACLC) investigation. Personnel shall contact the SPAWARSCEN Atlantic Security Office to obtain the latest CAC requirements and procedures.
4. verification of a claimed identity – all personnel will present two forms of identification in its original form to verify a

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claimed identity. The identity source documents must come from the list of acceptable documents included in Form I-9, OMB No. 115-0136, Employment Eligibility Verification. Consistent with applicable law, at least one document from the Form I-9 list shall be a valid (unexpired) State or Federal Government-issued picture identification (ID). The identity documents will be inspected for authenticity, scanned, and stored in the Defense Enrollment Eligibility Reporting System (DEERS).

(b) When a contractor requires logical access to a government IT system or resource (directly or indirectly), the required CAC shall have a Public Key Infrastructure (PKI). A hardware solution and software (e.g., ActiveGold) is required to securely read the card via a personal computer. As required by DoDM 1000.13-M-V1, CAC PKI certificates shall be associated with an official government issued email address (e.g. .mil, .gov, .edu). Prior to receipt of a CAC with PKI, contractor personnel shall complete the mandatory Cybersecurity Awareness training and submit a signed System Authorization Access Request Navy (SAAR-N) form to the contract's specified COR. Note: In order for personnel to maintain a CAC with PKI, each contractor employee shall complete annual cybersecurity training. The following guidance for training and form submittal is provided; however, contractors shall seek latest guidance from their appointed company Security Officer and the SPAWARSYSCEN Atlantic Information Assurance Management (IAM) office:

1. For annual DoD Cybersecurity/IA Awareness training, contractors shall use this site: <https://twms.nmci.navy.mil/>. For those contractors requiring initial training and do not have a CAC, contact the SPAWARSYSCEN Atlantic IAM office at phone number (843)218-6152 or email questions to ssc_lant_iam_office.fcm@navy.mil for additional instructions. Training can be taken at the IAM office or online at <http://iase.disa.mil/index2.html>.

2. For SAAR-N form, the contract shall use OPNAV 5239/14 (Rev 9/2011). Contractors can obtain a form from the SPAWARSYSCEN Atlantic IAM office at or from the website: <https://navalforms.documentservices.dla.mil/>. Digitally signed forms shall be routed to the IAM office via encrypted email to ssclant_it_secmtg@navy.mil.

8.2.1.5 Contractor Check-in and Check-out Procedures

All SPAWARSYSCEN Atlantic contractor personnel requiring or possessing a government badge and/or CAC for facility and/or IT access shall have a SPAWARSYSCEN Atlantic government sponsor and be in compliance with the most current version of Contractor Check-in and Check-out Instruction and Forms as posted on the Command Operating Guide (COG) website. At contract award throughout contract completion, the contractor shall provide necessary employee information and documentation for employees hired, transferred, and/or terminated in support of this contract within the required timeframe as cited in the Check-in and Check-out instructions. Contractor's Security Officer shall ensure all contractor employees whose services are no longer required on contract return all applicable government documents/badges to the appropriate government representative. NOTE: If the contractor does not have access to the SPAWAR COG website, the contractor shall get all necessary Instruction and Forms from the COR.

8.2.2 TERPS Position Categories

8.2.2.1 Flight Procedure Specialist III (SME 5)

This position category shall possess full knowledge of air traffic control requirements, rules, and instructions. Individuals must be a graduate of an accepted FAA or DOD course in Terminal Instrument Procedures (TERPS) development and have a minimum of six years verifiable TERPS development experience. Individuals should have at least four years' experience as an air traffic controller, pilot, flight crew member, flight procedures specialists, or air operations specialist.

8.2.2.2 Flight Procedure Specialist II (SME 4)

This position category shall possess full knowledge of air traffic control requirements, rules, and instructions. Individuals shall be a graduate of an accepted FAA or DOD course in Terminal Instrument Procedures (TERPS) development and have a minimum of three years verifiable TERPS development experience. Individuals should have at least four years' experience as an air traffic controller, pilot, flight crew member, flight procedures specialists, or air operations specialist.

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8.2.2.3 Flight Procedure Specialist I (SME 3)

This position category should possess full knowledge of air traffic control requirements, rules, and instructions. Individuals must be a graduate of an accepted FAA or DOD course in Terminal Instrument Procedures (TERPS) development and have a minimum of one year verifiable TERPS development experience. Individuals should have at least two years' experience as an air traffic controller, pilot, flight crew member, flight procedures specialists, or air operations specialist.

8.2.2.4 Aeronautical Information Specialist (SME 5)

This position category requires knowledge of flight planning, base/airfield operations, and/or air traffic control requirements, rules, and instructions. Aeronautical Information Specialist will be required to ensure the information being presented for publication is correct. This function reviews and validates aeronautical information regarding USN/USMC and host nation air facilities and transmits such information for subsequent publication in the DOD FLIP. Individuals must be a graduate of an accepted FAA or DOD course in Terminal Instrument Procedures (TERPS) development and have a minimum of six years verifiable TERPS development experience.

8.2.3 IT Position Categories (Computer Operator)

In accordance with DoDI 8500.01, DoD 8570.01, SECNAVINST 5510.30, SECNAV M-5239.2, and applicable to unclassified DoD information systems, a designator is assigned to certain individuals that indicates the level of IT access required to execute the responsibilities of the position based on the potential for an individual assigned to the position to adversely impact DoD missions or functions. As defined in DoD 5200.2-R, SECNAVINST 5510.30 and SECNAV M-5510.30, three basic DoN IT levels/Position categories exist:

- (a) IT-I (Computer Operator V) (Privileged access)
- (b) IT-II (Computer Operator IV) (Limited Privileged, sensitive information)
- (c) IT-III (Computer Operator III) (Non-Privileged, no sensitive information)

Note: The term IT Position is synonymous with the older term Automated Data Processing (ADP) Position (as used in DoD 5200.2-R, Appendix 10).

Investigative requirements for each category vary, depending on the role and whether the individual is a U.S. civilian contractor or a foreign national. The Contractor PM shall assist the Government Project Manager or COR in determining the appropriate IT Position Category assignment for all contractor personnel. All required Single-Scope Background Investigation (SSBI), SSBI Periodic Reinvestigation (SSBI-PR), and National Agency Check (NAC) adjudication shall be performed in accordance with DoDI 8500.01 and SECNAVINST 5510.30. Requests for investigation of contractor personnel for fitness determinations or IT eligibility without classified access are submitted by SPAWARSSYSCEN Atlantic Security Office, processed by the OPM, and adjudicated by DOD CAF. IT Position Categories shall be determined based on the following criteria:

8.2.3.1 IT-I (Computer Operator V) (Privileged access)- Positions in which the incumbent is responsible for the planning, direction, and implementation of a computer security program; major responsibility for the direction, planning and design of a computer system, including the hardware and software; or, can access a system during the operation or maintenance in such a way, and with a relatively high risk for causing grave damage, or realize a significant personal gain. Personnel whose duties meet the criteria for IT-I Position designation require a favorably adjudication of Single Scope Background Investigation (SSBI) or SSBI-PR. The SSBI or SSBI-PR shall be updated a minimum of every 5 years. Assignment to designated IT-I positions requires U.S. citizenship unless a waiver request is approved by CNO.

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8.2.3.2 IT-II (Computer Operator IV) (Limited Privileged, sensitive information) - Positions in which the incumbent is responsible for the-direction, planning, design, operation, or maintenance of a computer system, and whose work is technically reviewed by a higher authority at the IT-II Position level to insure the integrity of the system. Personnel whose duties meet the criteria for an IT-II Position require a favorably adjudication of a Position of Trust National Agency Check with Local Agency with Law and Credit (PT/NACLCL). Assignment to designated IT-II positions requires U.S. citizenship unless a waiver request is approved by CNO.

8.2.3.3 IT-III (Computer Operator III) (Non-Privileged, no sensitive information)- All other positions involved in computer activities. Incumbent in this position has non-privileged access to one or more DoD information systems/applications or database to which they are authorized access. Personnel whose duties meet the criteria for an IT-III Position designation require a favorably adjudication of a Position of Trust National Agency Check with Written Inquiries (PT/NACI).

8.2.4 Security Training

Regardless of the contract security level required, the contractor shall be responsible for verifying applicable personnel (including subcontractors) receive all required training. At a minimum, the contractor's designated Security Officer shall track the following information: security clearance information, dates possessing Common Access Cards, issued & expired dates for SPAWARSYSCEN Atlantic Badge, Cybersecurity training, Privacy Act training, Personally Identifiable Information (PII) training, and Cyber Security Workforce (CSWF) certifications, etc.

8.2.5 Disclosure of Information

In support of DFARS Clause 252.204-7000, contractor employees shall not discuss or disclose any information provided to them in the performance of their duties to parties other than authorized Government and contractor personnel who have a "need to know". The contractor shall not use any information or documentation developed by the contractor under direction of the government for other purposes without the consent of the government Contracting Officer.

8.2.6 Handling of Personally Identifiable Information (PII)

When a contractor, including any subcontractor, is authorized access to Personally Identifiable Information (PII), the contractor shall complete annual PII training requirements and comply with all privacy protections under the Privacy Act (Clause 52.224-1 and 52.224-2). The contractor shall safeguard PII from theft, loss, and compromise. The contractor shall transmit and dispose of PII in accordance with the latest DON policies. The contractor shall not store any government PII on their personal computers. The contractor shall mark all developed documentation containing PII information accordingly in either the header or footer of the document: "FOUO – Privacy Sensitive. Any misuse or unauthorized disclosure may result in both criminal and civil penalties." Any unauthorized disclosure of privacy sensitive information through negligence or misconduct can lead to contractor removal or contract termination depending on the severity of the disclosure. Upon discovery of a PII breach, the contractor shall immediately notify the Contracting Officer and COR. Contractors responsible for the unauthorized disclosure of PII shall be held accountable for any costs associated with breach mitigation, including those incurred as a result of having to notify personnel.

8.3 OPERATIONS SECURITY (OPSEC) REQUIREMENTS

Security programs are oriented towards protection of classified information and material. Operations Security (OPSEC) is an operations function which involves the protection of any critical information – focusing on unclassified information that may be susceptible to adversary exploitation. As directed in DoDD 5205.02E and SPAWARINST 3432.1, SPAWARSYSCEN Atlantic's OPSEC program implements requirements in DoD 5205.02 – OPSEC Program Manual. Note: OPSEC requirements are applicable when contract personnel have access to either classified information or

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unclassified Critical Program Information (CPI)/sensitive information.

8.3.1 Local and Internal OPSEC Requirement

Contractor personnel, including subcontractors if applicable, shall adhere to the OPSEC program policies and practices as cited in the SPAWARINST 3432.1 and existing local site OPSEC procedures. The contractor shall development their own internal OPSEC program specific to the contract and based on SPAWARSYSCEN Atlantic OPSEC requirements. At a minimum, the contractor's program shall identify the current SPAWARSYSCEN Atlantic site OPSEC Officer/Coordinator.

8.3.2 OPSEC Training

Contractor shall track and ensure applicable personnel receive initial and annual OPSEC awareness training. Training may be provided by the government or a contractor's OPSEC Manager. Contractor training shall, as a minimum, cover OPSEC as it relates to contract work, discuss the Critical Information applicable in the contract/task order, and review OPSEC requirements if working at a government facility. The contractor shall ensure any training materials developed by the contractor shall be reviewed by the SPAWARSYSCEN Atlantic OPSEC Officer, who will ensure it is consistent with SPAWARSYSCEN Atlantic OPSEC policies. OPSEC training requirements are applicable for personnel during their entire term supporting SPAWAR contracts.

8.3.3 SPAWARSYSCEN Atlantic OPSEC Program

Contractor shall participate in SPAWARSYSCEN Atlantic OPSEC program briefings and working meetings as required, and the contractor shall complete any required OPSEC survey or data call within the timeframe specified.

8.4 DATA HANDLING AND USER CONTROLS

8.4.1 Data Handling

At a minimum, the contractor shall handle all data received or generated under this contract as For Official Use Only (FOUO) material.

8.4.2 Effective Use of Controls

The contractor shall screen all electronic deliverables or electronically provided information for malicious code using DoD approved anti-virus software prior to delivery to the Government. The contractor shall utilize appropriate controls (firewalls, password protection, encryption, digital certificates, etc) at all times to protect contract related information processed, stored or transmitted on the contractor's and Government's computers/servers to ensure confidentiality, integrity, availability, authentication and non-repudiation. This includes ensuring that provisions are in place that will safeguard all aspects of information operations pertaining to this contract in compliance with all applicable PWS references. Compliance with Para 7.3.2.1, the contractor shall ensure Data-at-Rest is required on all portable electronic devices including storage of all types. Encryption/digital signing of communications is required for authentication and non-repudiation.

9.0 GOVERNMENT FACILITIES

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As specified in each task order, Government facilities (i.e., office space, computer hardware/software, or lab space) will be provided to those labor categories that would otherwise adversely affect the work performance if they were not available on-site. All Contractor personnel with supplied government facilities shall be located at SPAWARSCEN Atlantic in Charleston, SC. Note: *The burdened labor rate for those contractor personnel designated as "government site" shall include overhead costs allocable to government site work, consistent with the contractor's established accounting practices.*

10.0 CONTRACTOR FACILITIES

The contractor's facility location shall not present a hardship to complete work required on contract. The contractor shall have real-time communication available. No specific facility location is required.

11.0 CONTRACT PROPERTY ADMINISTRATION

11.1 PROPERTY TYPES

The contractor shall have established property management procedures and an appropriate property management point of contact who shall work with the assigned Government Property Administrator (PA) to ensure their property management system is acceptable. This contract will have the following property in support of the tasking requirements in PWS Para 3.0.

11.1.1 Intangible Property – Intellectual/Software

11.1.1.1 Government Furnished Information (GFI)

No GFI is to be utilized on this contract or any subsequent task order.

11.1.2 Tangible Property – Government Property (GP)

In accordance with FAR clause 52.245-1 and 52.245-9, Government property shall be utilized on contract which includes all property owned or leased by the Government. Government property consists of Government-furnished property (GFP) and Contractor-acquired property (CAP). Government property includes material, equipment, special tooling, special test equipment, and real property. Government property does not include intellectual property and software.

11.1.2.1 Government-furnished Property (GFP)

As defined in FAR Part 45, Government-furnished property (GFP) is property in the possession of, or directly acquired by, the Government and subsequently furnished to the contractor for performance of a contract. GFP includes spares and property furnished for repairs, maintenance, overhaul, or modification. GFP also includes contractor-acquired property if the contractor-acquired property is a deliverable under a cost contract when accepted by the Government for continued use under the contract.

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Note: For the purposes of DoN GFP tracking, NMCI assets are currently not considered GFP. For those NMCI assets that are assigned to a contractor and can be removed from a government facility (e.g., laptops versus desktops), the contractor shall have a Property Pass (OF-7) for each asset which will be authorized and signed by the COR. The contractor shall separately track all NMCI assets assigned to all contractor employees for use on this contract/task order. At any time requested, the contractor shall send a copy of the NMCI asset list electronically to the COR for auditing purposes.

In accordance with DFARS PGI 245.103-70, the determination to furnish Government Property on this contract is authorized. The contractor shall utilize Government property in accordance with FAR clause 52.245-1 and 52.245-9. The contractor shall have the means to provide an effective and efficient stewardship of Government property. The following types of government property are applicable for this contract:

(a) Government-Furnished Equipment (GFE) – Property, Plant and Equipment (PP&E) which are tangible items that are functionally complete for its intended purpose, durable, nonexpendable, and needed for the performance of a contract. Equipment is not intended for sale and does not ordinarily lose its identity or become a component part of another article when put into use. Equipment does not include material, real property, special test equipment or special tooling. Typically, GFE has a unique item identifier (UII), meets IUID requirements, and is serially managed.

NOTE: Equipment (GFE) and material (GFM) identified at the project/design level does not adhere to the same identification convention at the contractual level. For contract purposes, to determine if an item is GFE or GFM, one must consider the end user of the item in question. If the end user of the item is SPAWARSYSCEN Atlantic or its contractor that would eventually return the item to the government, then the item is considered **GFE**. If the end user is another government customer, installation, or warfighter, then the item (although deemed as “equipment” in a design plan) is considered **GFM** and is typically not returned at the end of the contract/TO.

In accordance with PGI 245.103-72, GFP items are identified on the Scheduled GFP (SGFP) form, Attachment 2. NOTE: Only one set of SGFP forms is applicable on contract/TO. Any required updates or revisions must be made to the SGFP of record.

11.1.2.2 Contractor-acquired Property (CAP)

As defined in FAR Part 45, Contractor-acquired property (CAP) is property acquired, fabricated, or otherwise provided by the contractor for performing a contract and to which the Government has title.

No CAP is to be utilized on this contract or any subsequent task order.

11.2 TRACKING AND MANAGEMENT

11.2.1 Contractor Property Management System

Pursuant to FAR clause 52.245-1 and DFARS clause 252.245-7003, the contractor shall establish and maintain an acceptable property management system that is subject to review and approval by the KO and contract government Property Administrator. The contractor’s property management system shall adhere to the applicable prescribed

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requirements in FAR clause 52.245-1 and include the required data elements in DFARS clause 252.211-7007. The contractor shall ensure GFP in the possession of a subcontractor shall also be reported using the required data elements cited in DFARS clause 252.211-7007.

11.2.2 Government Property Administrator

In accordance with FAR 42.201, the contract property administrator under this contract is designated as Defense Contract Management Agency (DCMA). The contractor shall work with the designated contract property administrator to ensure compliance with the contract's property requirements.

11.2.3 Property Transfer between Government and Contracts

Contractors shall not take receipt or transfer custody of any government property without possessing proper contractual authority; i.e.; item specifically is identified as GFP in the basic contract or task order level. Per DoDI 4161.02, the government will utilize electronic transaction when transferring GFP to the contractor (specified by contract number) and upon return of the property to the government. The contractor shall use WAWF to receipt property transfer or use Defense Logistics Management System (DLMS) standard logistics transaction set 527R to provide materiel receipt acknowledgement. The contractor shall cite the applicable contract number for each item to properly track property shipments.

Note: If electronic receipt is not available, at a minimum, the contractor shall ensure transfer of property occurs with proper paperwork; e.g., Requisition and Invoice/Shipping Document (DD1149) or COMSEC Material Report (SF153).

11.2.4 GFP Tagging and Item Unique Identification (IUID) Registry

In accordance with DFARS clause 252.245-7001, contractor shall tag, label, or mark all GFP items not previously tag, labeled, or marked. In accordance with DFARS clause 252.211-7007 (revised Aug 2012), the contractor shall ensure applicable Government Furnished Property (GFP) is identified in the DoD Item Unique Identification (IUID) Registry and its integral GFP Module. After a contractor takes possession of GFP, the contractor shall designate the item as GFP in the IUID Registry. If the item cannot be found in the IUID registry, the contractor shall enter the item. When GFP is returned to the government at the completion of the contract/task order, the contractor shall update the IUID registry Custody status. If the GFP item is consumed, destroyed, scrapped, lost, or abandoned during the contract/TO performance, the contractor shall update the item's status and annotate that it has been disposed.

11.2.4.1 IUID Reporting Criteria. Pursuant to DFARS Clause 252.211-7007, the contractor shall ensure the following types of GFP are reported in the Item Unique Identification (IUID) Registry: (1) all serially managed GFP regardless of unit acquisition cost and (2) all non-serially managed items, unless tracked as an individual item, reported in the Registry in the same unit packaging, e.g., original manufacturer's package, box, or container as it was received.

11.2.4.2 Exception to IUID Reporting Criteria. Pursuant to DFARS Clause 252.211-7007, CAP does not have to be reported to the IUID Registry; however, if any CAP is returned to the government, the contractor shall appropriately tag, label, or mark items and enter it into the IUID registry. Other exceptions to IUID reporting include the following: property under statutory leasing authority; property the government has acquired a lien or title solely because of partial, advance, progress, or performance-based payments; intellectual property or software; real property; or property released for work in process. Contractors shall annotate within their property management system if an item is exempt from IUID reporting requirements. The government has final determination.

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11.2.5 Government Property Records

In accordance with FAR clause 52.245-1, contractors and any subcontractors if applicable shall be responsible for establishing and maintaining records of Government Property in their possession – this includes GFP and CAP. For GFP only, the contractor shall ensure that items designated as Special Tooling (ST) and Special Test Equipment (STE) are correctly annotated in the SPAWAR approved GFP central Automated Information System (AIS). The contractor shall work with the COR and designated contract Property Administrator to maintain adequate GFP records which shall be forwarded as required to SPAWAR/SCEN Atlantic functional mailbox for tracking and centralization. The contractor shall ensure GFP and CAP records contain at a minimum the data elements as described in FAR clause 52.245-1 and shall be submitted for review as part of the contract/TO status report (CDRL A002).

11.3 TRANSFERRING ACCOUNTABILITY

Government property cannot be transferred between contracts or task orders unless approval is obtained from the Contracting Officer, proper identification/tracking is maintained, and modifications are issued to both affected contracts/task orders. Contractor shall ensure they have all necessary documentation required for authorized transfer of property from one contract/task order to another. The contractor shall ensure transfer documentation specify the type, quantity and acquisition cost of each item being transferred.

11.4 LOST OR DAMAGED ITEMS

Contractor shall promptly report to the COR and KO all lost and/or damaged government property. The requirements and procedures for reporting loss Government Property are specified in DFARS clause 252.245-7002.

11.5 INVENTORY DISPOSITION

When disposition instructions for GFP are contained in the accountable contract or on the supporting shipping documents (DD Form 1149), the Contractor shall initiate and submit an excess inventory listing to the Procuring Contracting Officer (PCO), via the activity Property Administrator.

Pursuant to DFARS clause 252.245-7004, when disposition instructions are not stipulated in the contract or supporting shipping document (DD Form 1149), an excess inventory listing is required that identifies GFP and, under cost reimbursement contracts, CAP. The contractor shall submit the list to the COR and PCO, via the activity Property Administrator, at which time disposition instructions will be provided by the government.

When GFP and CAP are specific to a single task order, the contractor shall include a final inventory reporting list in the TO Closeout Report (CDRL A003). At the time of the Contractor's regular annual inventory, the Contractor will provide the PCO, via the assigned Property Administrator, a copy of the physical inventory listing. All contractor personnel shall be responsible for following the company's internal inventory management procedures and correcting any problems noted by the government property administrator.

11.6 PERFORMANCE EVALUATION

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Non-compliance with the contract's Government Property terms and conditions will negatively affect the contractor's annual Contractor Performance Assessment Reporting System (CPARS) rating.

12.0 SAFETY ISSUES

12.1 Occupational Safety and Health Requirements

The contractor shall be responsible for ensuring the safety of all company employees, other working personnel, and Government property. The contractor is solely responsible for compliance with the Occupational Safety and Health Act (OSHA) (Public Law 91-596) and the resulting applicable standards, OSHA Standard 29 CFR 1910 (general), 1915 (shipboard/submarine) and 1926 (shore), and for the protection, safety and health of their employees and any subcontractors assigned to the respective task orders under this contract. Without government assistance, the contractor shall make certain that all safety requirements are met, safety equipment is provided, and safety procedures are documented as part of their quality management system.

12.1.1 Performance at government facilities

In addition to complying to clause 5252.223-9200 Occupational Safety and Health Requirements, the contractor shall immediately report any accidents involving government or contractor personnel injuries or property/equipment damage to the contracting officer and COR. Additionally, the contractor is responsible for securing the scene and impounding evidence/wreckage until released by the contracting officer.

13.0 SMALL BUSINESS SUBCONTRACTING PLAN

N/A

14.0 TRAVEL

14.1 LOCATIONS

The contractor shall ensure all travel is performed pursuant to clause 5252.231-9200. For estimating purposes, it is anticipated that the following travel requirements noted below shall be required. The proposed estimated Travel cost cannot exceed the not-to-exceed (NTE) value cited in the applicable pricing model. Travel estimates are in accordance with the latest Joint Travel Regulations (JTR) for DoD Civilian Personnel. *Note: During the request for proposal (RFP) phase, a contractor may propose an alternate Travel value less than the NTE value in the pricing model, but the proposal must contain substantiating information validating the cost differential; otherwise a price adjustment will be made.*

# Trips	# People	# Days/Nights	From (Location)	To (Location)
4	2	5/4	Charleston, SC	Oklahoma City, OK
2	2	6/5	Charleston, SC	Frankfurt, GE

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1	1	5/4	Charleston, SC	Kingsville, TX
2	1	12/11	Charleston, SC	Point Mugu, CA
1	1	6/5	Charleston, SC	Rota, Spain
3	1	5/4	Charleston, SC	Fallon, NV
2	1	5/4	Charleston, SC	Corpus Christi, TX
1	1	5/4	Charleston, SC	Lakehurst, NJ
1	1	5/4	Charleston, SC	Jacksonville, FL
1	1	5/4	Charleston, SC	Cherry Point, NC
1	1	5/4	Charleston, SC	Meridian, MS
1	1	5/4	Charleston, SC	Key West, FL
2	1	5/4	Charleston, SC	Whidbey Island, WA
2	1	5/4	Charleston, SC	El Centro, CA
2	1	5/4	Charleston, SC	Barking Sands, HI
9	1	5/4	Charleston, SC	San Diego, CA
2	1	5/4	Charleston, SC	Fort Worth, TX
2	1	5/4	Charleston, SC	China Lake, CA
2	1	5/4	Charleston, SC	Lemoore, CA
3	1	5/4	Charleston, SC	Honolulu, HI
1	1	5/4	Charleston, SC	Yuma, AZ
1	1	5/4	Charleston, SC	Whiting Field, FL
1	1	5/4	Charleston, SC	Pensacola, FL
1	1	5/4	Charleston, SC	Mayport, FL
1	1	5/4	Charleston, SC	Beaufort, SC
1	1	5/4	Charleston, SC	New River, NC
1	1	5/4	Charleston, SC	Patuxent River, MD
1	1	5/4	Charleston, SC	New Orleans, LA
1	1	5/4	Charleston, SC	Norfolk, VA
1	1	5/4	Charleston, SC	Oceana, VA
1	1	5/4	Charleston, SC	Quantico, VA

Note: Travel specifically to Iraq or Afghanistan shall not be performed under this contract.

14.3 LETTER OF AUTHORIZATION

Some travel will require a Letter of Authorization (LOA). As noted in DFARS PGI 225.7402-3(e), a LOA is necessary to enable a contractor employee to process through a deployment processing center; to travel to, from, and within a theater of operations; and to identify any additional authorizations and privileges. As required by task order, the contractor shall initiate a LOA for each prospective traveler. The contractor shall use the Synchronized Pre-deployment & Operational Tracker (SPOT) web-based system, at <http://www.dod.mil/bta/products/spot.html>, to enter and maintain data with respect to traveling/deployed personnel, and to generate LOAs. When necessary and if in the Government's interest, the contractor may also initiate a LOA request to provide an official traveler access to Government facilities and to take advantage of travel discount rates in accordance with Government contracts and/or agreements. All privileges, services, and travel rate discount access are subject to availability and vendor acceptance. LOAs are required to be signed/approved by the SPOT registered Contracting/Ordering Officer for the applicable contract/task order.

15.0 TRANSPORTATION OF EQUIPMENT/MATERIAL

No transportation of equipment/material is required by the contractor on this TO.

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16.0 ACCEPTANCE PLAN

Inspection and acceptance is performed by the COR on all services, data, and non-data deliverables in accordance with the Quality Assurance Surveillance Plan (QASP), Attachment 1.

17.0 OTHER CONDITIONS/REQUIREMENTS

17.1 CYBERSECURITY WORKFORCE DESIGNATION

N/A

17.2 OVERTIME HOURS

N/A

LIST OF ATTACHMENTS

Attachment 1 - Quality Assurance Surveillance Plan (QASP)

Attachment 2 – SGFP

Attachment 3 - DD FORM 1423 CDRL A004

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SECTION D PACKAGING AND MARKING

All Deliverables shall be packaged and marked IAW Best Commercial Practice.

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SECTION E INSPECTION AND ACCEPTANCE

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
ALL	Destination	Government	Destination	Government

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SECTION F DELIVERABLES OR PERFORMANCE

The periods of performance for the following Items are as follows:

7000	11/1/2016 - 10/31/2017
7100	11/1/2016 - 10/31/2017
9000	11/1/2016 - 10/31/2017
9100	11/1/2016 - 10/31/2017

CLIN - DELIVERIES OR PERFORMANCE

Base Year:

CLIN 7000: Date of Task Order Award through one year thereafter.

CLIN 9000: Date of Task Order Award through one year thereafter.

Option Year 1:

CLIN 7001: If exercised, one year commencing from date of expiration of the previous performance period.

CLIN 9001: If exercised, one year commencing from date of expiration of the previous performance period.

Option Year 2:

CLIN 7002: If exercised, one year commencing from date of expiration of the previous performance period.

CLIN 9002: If exercised, one year commencing from date of expiration of the previous performance period.

Option Year 3:

CLIN 7003 : If exercised, period will be from the one year anniversary of Option Year 1 through the contract expiration date plus limitations set forth in FAR 52.216-22. This option shall not be exercised AFTER the ordering period for the basic contract expires as set forth in FAR 52.216-22.

CLIN 9003 : If exercised, period will be from the one year anniversary of Option Year 1 through the contract expiration date plus limitations set forth in FAR 52.216-22. This option shall not be exercised AFTER the ordering period for the basic contract expires as set forth in FAR 52.216-22.

Note: Unless the term of the basic contract is extended, the government reserves the right to reduce the term of the option(s) as necessary.

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SECTION G CONTRACT ADMINISTRATION DATA

SECTION G CONTRACT ADMINISTRATION DATA

CRM Tracking:

CRM-16-00244

REFERENCE: Payment Instructions: PGI 204.7108 (d)(2)

252.204-0002 Line Item Specific: Sequential ACRN Order. (SEP 2009)

The payment office shall make payment in sequential ACRN order within the line item, exhausting all funds in the previous ACRN before paying

from the next ACRN using the following sequential order: Alpha/Alpha; Alpha/numeric; numeric/alpha; and numeric/numeric.

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

(a) Definitions. As used in this clause--

Department of Defense Activity Address Code (DoDAAC) is a six position code that uniquely identifies a unit, activity, or organization.

Document type means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

Local processing office (LPO) is the office responsible for payment certification when payment certification is done external to the entitlement

system.

(b) Electronic invoicing. The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by

DFARS 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall--

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this Web site.

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training

Site before submitting payment requests through

WAWF. Both can be accessed by selecting the "Web Based Training" link on the WAWF home page at <https://wawf.eb.mil/>.

(e) WAWF methods of document submission. Document submissions may be via Web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Contractor must use the following information when submitting payment requests and receiving reports in

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WAWF for this contract/order:

(1) Document type. The Contractor shall use the following document type(s).

Cost Voucher (Cost Type Orders)

Note: If a "Combo" document type is identified but not supportable by the Contractor's business systems, an "Invoice" (stand-alone) and "Receiving

Report" (stand-alone) document type may be used instead.)

(2) Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the

contracting officer.

Not Applicable

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when

creating payment requests and receiving reports in the system.

Routing Data Table*

Pay Official DoDAAC *

Issue By DoDAAC N65236

Admin DoDAAC *

Inspect By DoDAAC N65236

Ship To Code NA

Ship From Code NA

Mark For Code NA

Service Approver (DoDAAC) N65236

Service Acceptor (DoDAAC) N65326

Accept at Other DoDAAC NA

LPO DoDAAC NA

DCAA Auditor DoDAAC *

Other DoDAAC(s) NA

* To be completed at time of award.

(4) Payment request and supporting documentation. The Contractor shall ensure a payment request includes appropriate contract line item and

subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up

documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) WAWF email notifications. The Contractor shall enter the email address identified below in the "Send Additional Email Notifications" field of

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WAWF once a document is submitted in the system

Send Additional Email Notification(s) to: *

Name Email Phone Role

COR:

Daniel Lehman, Code 525E0

Phone number: 843-218-5282

dan.lehman@navy.mil

(g) WAWF point of contact. (1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF

point of contact.

Laverne.Brown@navy.mil

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

(End of clause)

5252.232-9210 LIMITATION OF LIABILITY--INCREMENTAL FUNDING (JAN 1992)

This Task Order is incrementally funded and the amount currently available for payment hereunder is limited to

* inclusive of fee. It is estimated that

these funds will cover the cost of performance through

*. Subject to the provisions of the FAR 52.232-22 "Limitation of Funds" clause of this contract, no legal liability on the part of the Government for payment in excess of

* shall arise unless additional funds are made available and are

incorporated as modifications to this Task Order.

Estimated CPFF Total Order NTE* Total Funded Amount Unfunded Amount

The contractor shall cite on each invoice/voucher, in addition to all other requirements of this contract/order, the contract line item number (CLIN); the

contract subline item number (SLIN) and accounting classification reference number (ACRN) for the portion, or portions of work being billed as

specified in the contract or delivery order. For each ACRN on the invoice/voucher, the contractor shall identify the amount being billed against that

ACRN.

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* To be completed at time of award.

PAYMENT GRID – TO BE INCORPORATED IN SECTION G OF TO RFP:

LIMITATION OF LIABILITY- INCREMENTAL FUNDING

This task order is incrementally funded and the amount currently available for payment hereunder is limited to **\$1,074,000.00**. It is estimated that these funds will cover the cost of performance through 31 October 2017. Subject to the provisions of the clause entitled "Limitation of Funds" (APR 94) (FAR 52.232-22) of the general provisions of this contract, no legal liability on the part of the Government for payment in excess of **\$1,074,000.00** shall arise unless additional funds are made available and the incorporated modification to the task order.

<u>Estimated Amount</u>	<u>Total Funded Amount</u>	<u>Unfunded Amount</u>
\$1,121,027.76	\$1,074,000.00	\$47,027.76

Accounting Data

SLINID	PR Number	Amount
7000	130060424500001	530000.00
LLA :		
AA 1771804 4A4A 251 00019 0 050120 2D 000000 A00003677792		
NWA/BS		
BS-213002.OTHCON2ISEAA2Z		
9000	130060424500001	7000.00
LLA :		
AA 1771804 4A4A 251 00019 0 050120 2D 000000 A00003677792		
NWA/NS		
BS-213002.OTHCON2ISEAA2Z		
BASE Funding 537000.00		
Cumulative Funding 537000.00		
MOD 01 Funding 0.00		
Cumulative Funding 537000.00		
MOD 02		
710001	130060424500002	509734.68
LLA :		
AA 1771804 4A4A 251 00019 0 050120 2D 000000 A00003677792		
ACRN:AA		
PR:1300604245-0001		
COST CODE: A00003677792		
FUND DOC: IDC		
NWA: BS-213002.OTHCON2ISEAA		
FUNDS EXP: 9/30/2017		
910001	130060424500002	27265.32
LLA :		
AA 1771804 4A4A 251 00019 0 050120 2D 000000 A00003677792		
ACR:AA		
FUNDING FOR ODC's and support of CLIN 7100.		

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MOD 02 Funding 537000.00
Cumulative Funding 1074000.00

MOD 03 Funding 0.00
Cumulative Funding 1074000.00

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SECTION H SPECIAL CONTRACT REQUIREMENTS

Not applicable

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SECTION I CONTRACT CLAUSES

09RA 52.217-9 -- OPTION TO EXTEND THE TERM OF THE CONTRACT. (MAR 2008)

- (a) The Government may extend the term of this contract by written notice to the Contractor within 30 days prior to completion of the base period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed five years.

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SECTION J LIST OF ATTACHMENTS